



United Nations Assistance Mission for Afghanistan (UNAMA)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	59/12/2017
Post Title	Political Affairs Assistant
Level	GL-5 (Fixed-Term)
Organizational Unit	Political Affairs Division
Location	Herat Field Office
Number of post	01
Issuing Date	16/12/2017
Closing Date	30/12/2017

Important note: UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. **CVs or Resumes will not be considered nor will late submissions after closing date.**

QUALIFICATIONS AND EXPERIENCE

The Political Affairs Assistant usually reports to the Political Affairs Officer and is responsible for the following duties:

- Receives and processes information contained in communications and publications from different sources, including the press; maintains up-to-date knowledge of events relating to political issues in a specified area or subject matter.
- Assists senior officers with preparing drafts, briefing notes, background papers and talking points.
- Assists in preparing summaries of articles from a wide variety of sources and drafts a variety of correspondence, and section reports.
- Monitors political, socio-economic, and other politically relevant developments in an assigned area.
- Assists in providing input for political, humanitarian and economic efforts and programmes.
- Updates information in the databases that track project progress and provides other information relevant to the assigned area.
- Keeps abreast of UN policies, including those related to Political Affairs work and takes part in Political Affairs trainings.
- Performs other related duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent is required.

Training in Political Affairs/social work related is desirable. Training in communication, project monitoring, logistical, budgetary & administrative issues is an asset.

Work Experience: A minimum of four (4) years of related work experience in providing support work in political science, international relations, legal/paralegal, disarmament, security development management, conflict resolution or related work with NGOs, civil society organizations or working as a civil servant.

Skills/knowledge: Sensitivity to the political, social and cultural environment and ability to adjust behavior accordingly; Awareness of population diversity and of its needs, including those in vulnerable situations; Some knowledge of domestic legal system; Good understanding of how national institutions function; Some knowledge of fundamental human rights principles; Awareness of mission mandate; Ability to gather, verify, evaluate information from a variety of sources; Ability to identify new and better approaches to work processes for incorporation in daily work. Commitment to gender equality.

Languages: Working knowledge in written and oral English is required. Fluency in Dari or Pashtu is required.

Special Measure:

The minimum work experience for GL-5 is reduced to 4 years, instead of the standard minimum requirement work experience of 5 years. The special measure approved by the Office of Human Resources Management (OHRM)-UNHQ is extended until 31 May 2018, reduces the minimum required years of relevant work experience for filling positions for UNAMA General Service and National Professional Officer positions. The special measure is applicable to all applicants.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows persistence when faced with difficult problems or challenges. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behavior.

Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviors to avoid stereotypical responses; does not discriminate against any individual or group.

Communication: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients’ needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

APPLICATIONS

- Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: unamava_herat@un.org
- **Required documents: Serving UN staff members: The two most recent e-Performance Evaluation Reports must be submitted with the application.**
- **For External applicants: Two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.**
- **Applicants should indicate VA Number and Post Title on the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number and Post Title in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.**

- Please note that any information provided on the P.11 form will be considered binding.
- **The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.**
- Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

Qualified female candidates are highly encouraged to apply

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.