



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

Vacancy No.	09/05/2017
Post Title	Political Affairs Assistant
Level	GL-5 (Fixed-Term)
Organizational Unit	Political Affairs Division
Location	Badakhshan Field Office
Number of post	01
Issuing Date	10/05/2017
Closing Date	24/05/2017

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.

The Political Affairs Assistant will be responsible for the following duties:

- Assists the Political Affairs Officer and as well monitoring and analysis of the political situation in the province in absence of the political officer;
- Liaises with all political interlocutors in the province through regular meetings and travel throughout the province;
- Maintains up-to-date knowledge of events and keeps abreast of latest trends and developments relating to political and governance issues in the province;
- Gathers, selects and analyzes information contained in communications and publications received from different sources including the media in Badakhshan;
- Develops and maintains provincial and district profiles/maps database for the political unit; Primarily supports the Political Affairs Officer, PAO and shall also be called upon to support the Governance officer for related duties;
- Prepares analytical and other reports on specific political developments or general issues in the region;
- Participates in fact-finding, data gathering and other missions;
- Provides translation/interpretation services;
- Provides support to visiting teams/missions as required;
- Supports the Head of Office in meetings, briefings, reports and field missions;
- Assists in providing inputs for political and governance activities; Updates information in the databases that track project progress, when available;
- Keeps abreast of UN policies including those related to Political Affairs work; Takes part in Political Affairs trainings;
- In consultation with the Political Affairs Officers and in cooperation with the Governance officer, the incumbent assists in providing appropriate inputs to support the decisions made by Political Affairs Officers and where relevant Governance Officer, on project feasibility and suitability, and on the continuing suitability of programmes and related activities in relation to changing economic, social and political factors.
- 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: Fluency in written and oral English and Dari/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, until 31 May 2017, 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 behaviour.

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 behaviours 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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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_kunduz@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.