



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

Vacancy No.	19/05/2019
Post Title	Political Affairs Assistant
Level	GL-5 (Fixed-Term)
Organizational Unit	Political Affairs Service
Location	Badakhshan Field Office
Number of posts	01
Issuing Date	28/05/2019
Closing Date	11/06/2019

Important note: UNAMA will only accept properly completed and signed Personal History Form's (P.11) received by the due date. **CVs or resumes will not be considered nor will late submissions.**

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Political Affairs Officer, the Political Affairs Assistant will perform the following duties and responsibilities:

- Receives and processes information contained in communications and publications from different sources, including the press;
- Maintains up-to-date knowledge and information of events relating to political, governance and peace/security issues in the area of responsibility;
- Conducts field missions to carry out assessments and outreach activities;
- Assists Political Affairs Officer with preparing reports, drafts, briefing notes, background papers and talking points.
- Assists in preparing summaries of articles from a wide variety of sources;
- Drafts correspondence and special section reports as required;
- Monitors political, governance and other peace and security relevant developments in the area of responsibility;
- Assists in providing inputs for political, governance, development and humanitarian efforts and programmes;
- Collects, analyses and updates information in the databases and regularly track progress and provides other information relevant to the assigned area of work;
- Keeps abreast of UN policies and directives related to all areas of mission's Political work
- Takes part in Political Affairs trainings and other capacity building events;
- Provides substantive backup support to other related areas of mission's goals;
- Provides secretarial support to international staff missions and visits;
- 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 spoken English, Dari and Pashto is required.

Special Measure: The minimum work experience for GL-5 with a High School Certificate 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 further extended until 31 May 2019 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.

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.

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 are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.**
- 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 as VA#19/05/2019 in the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number 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.