



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

<b>Vacancy No.</b>	<b>63/12/2018</b>
<b>Post Title</b>	<b>Political Affairs Assistant</b>
<b>Level</b>	<b>GL-5 (Fixed-Term)</b>
<b>Organizational Unit</b>	<b>Political Affairs Service</b>
<b>Location</b>	<b>Bamyan Field Office</b>
<b>Number of posts</b>	<b>01</b>
<b>Issuing Date</b>	<b>17/12/2018</b>
<b>Closing Date</b>	<b>31/12/2018</b>

**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**

Under the overall supervision of the Political Affairs Officer, the Political Affairs Assistant is responsible for the following duties:

- Monitors political, socio-economic, governance, security and other relevant development in the area of responsibility; Maintains up-to-date knowledge of events relating to political issues on specific area or subject matter;
- Receives and processes information contained in communications and publications from different sources, including the press and social media;
- Assists senior officers with drafting briefing notes, background papers, situational and analytical reports, talking points, and summaries of articles from a wide variety of sources and correspondence;
- Maintains regular contacts at working level with sub-national government authorities, local institutions, civil society and relevant stakeholders in support of mandate implementation;
- Assists in the implementation of political outreach activities, local peace initiatives, and joint activities with UN Agencies, Funds and Programmes;
- Assists in providing technical and logistical support to visits of donors, diplomatic community and UN delegations;
- Keeps abreast of UN policies, including those related to Political Affairs work and takes part in Political Affairs trainings and other mandatory trainings; and
- Performs other duties as assigned.

**Education:** High school diploma or equivalent is required.

**Work Experience:** Training in Political Affairs, peace and reconciliation, communication, project implementation and monitoring, logistical, budgetary & administrative issues is an asset.

**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, 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.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

**Accountability:** Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

## 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\\_bamyan@un.org](mailto:unamava_bamyan@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#63/12/2018** 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.