



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

<b>Vacancy No.</b>	<b>12/04/2019</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>Kabul Field Office</b>
<b>Number of posts</b>	<b>01</b>
<b>Issuing Date</b>	<b>10/04/2019</b>
<b>Closing Date</b>	<b>24/04/2019</b>
<b>Important note:</b> UNAMA will only accept properly completed and signed Personal History Form's (P.11) received by the due date. <b>CVs or resumes will not be considered nor will late submissions.</b>	
<b>DUTIES AND RESPONSIBILITIES</b>	
<p>Under the overall supervision of the Head of Office and the direct supervision of the Political Affairs Service, the incumbent shall carry out the following duties and responsibilities:</p> <ul style="list-style-type: none"><li>• 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.</li><li>• Assists senior officers with preparing drafts, briefing notes, background papers and talking points.</li><li>• Assists in preparing summaries of articles from a wide variety of sources and drafts a variety of correspondence, reference documents, and routine and thematic reports.</li><li>• Monitors political, socio-economic, and other politically relevant developments in an assigned area.</li><li>• Maintains contacts with regional/local civil and military government officials/structures; tribal and community leaders/Shuras; political parties; civil society representatives (e.g., women, youth, human rights groups) in areas of responsibility and with other sectors of the UN and international organizations on coordination and policy matters.</li><li>• Assists in providing input for political, humanitarian and economic efforts and programmes.</li><li>• Updates information in the databases that track project progress and provides other information relevant to the assigned area.</li><li>• Supports the Office's provision of good offices as well as assist in the implementation of political outreach activities, local peace and reconciliation initiatives, and fact-finding and other missions within assigned area of responsibility.</li><li>• Interprets from English into Pashto/Dari and vice-versa during meetings and translate documents from English into Pashto/Dari and vice-versa;</li><li>• Keeps abreast of UN policies, including those related to Political Affairs work and takes part in Political Affairs trainings;</li><li>• Performs other related duties as required.</li></ul>	
<b>QUALIFICATIONS AND EXPERIENCE</b>	
<b>Education:</b> High School diploma or equivalent. Post-secondary training in political	

affairs/social work related is desirable. Training in communication, project monitoring, logistical, budgetary and 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 international organizations/nongovernment organizations, and 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. Ability to translate/interpret between English and Dari/Pashto as well as drafting skills in English are also sought.

**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 pride in work and achievements. Demonstrates professional competence and mastery of the subject. 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.

Takes responsibility for incorporating gender perspective and ensuring the equal participation of women and men in all areas of work.

Ability to communicate regularly and effectively with colleagues in remote locations through telephonic and electronic media.

**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 of 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 the 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.

**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.

## 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\\_substantive@un.org](mailto:unamava_substantive@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#12/04/2019 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.