



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

Vacancy No.	32/05/2023
Post Title	Political Affairs Assistant
Level	GL-5 (Fixed-term Appointment)
Organizational Unit	Political Affairs Service
Location	Kandahar Field Office
Number of posts	01
Issuing Date	22/05/2023
Closing Date	05/06/2023
Duration	1 (One) Year

Qualified female candidates are highly encouraged to apply

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

DUTIES AND RESPONSIBILITIES

Within delegated authority the Political Affairs Assistant will report to the Political Affairs Officer in the Political Affairs Service and is responsible for the following duties:

- Receives and processes information contained in communications and publications from different sources, including from regional governmental and non-governmental counterparts; maintains up-to-date knowledge of events relating to political issues in a specified area or subject matter.
- Assist 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 reports, in particular daily situation reports.
- Monitors political, socio-economic, and other politically relevant developments in an assigned area.
- Updates information in the databases that track information relevant to the assigned area.
- Undertakes outreach to relevant Afghan interlocutors, including minority communities, to develop effective contact networks at the direction of the Head of Service.
- Keeps abreast of UN policies, including those related to Political Affairs work and takes part in Political Affairs trainings.
- Interprets from English into Pashto and vice-versa as well as English into Dari and vice-versa during meetings; Translate documents from English into Pashto and vice-versa as well as English into Dari and vice-versa.
- Updates relevant databases as requires
- Performs other related duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma is required. A university degree in law, political science, international relations, social sciences, or humanities is desirable. Post-secondary training in political affairs/social work related is desirable.

Work Experience: With a high school diploma - a minimum of five (5) years of related work experience 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 is required.

With a relevant first level university degree (bachelor) - a minimum of three (3) years of related work experience 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 is required.

Experience with political analysis and advice as well as with reporting tasks is desirable.

Experience with interpretation and translation of documents is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Fluency in oral and written Pashto and Dari is required.

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.

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

- UNAMA will only accept properly completed and signed Personal History Form (P.11) received by email before the closing date. CVs or Resumes will not be considered nor will late submissions after closing date. Any information provided on the P.11 form will be considered binding.

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and submit the duly completed signed P.11 by e-mail to: unamava_substantive@un.org

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#32/05/2023** into the email subject line when submitting the duly completed and signed P.11 Form and the required documents. Please do not add any other information in the subject line of your email except **VA#32/05/2023**. Please do not add any additional words or space in the VA Number. **Applications received without a VA Number will not be considered.**
- 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 one (1) to two (2) weeks from the deadline indicated on the VA.

Required documents to be submitted along with the signed and completed UN P.11:

- **Serving UN staff members:** In addition to the completed and signed P.11, scanned copies of two most recent e-Performance Evaluation Reports must be submitted with the application.
- **For External applicants:** In addition to the completed and signed P.11, scanned copies of 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.

No fee:

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). The United Nations does not concern itself with information in applicants bank account.

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.

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.