



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

<b>Vacancy No.</b>	<b>64/12/2017</b>
<b>Post Title</b>	<b>Political Affairs Officer</b>
<b>Level</b>	<b>NO-C (Fixed-Term)</b>
<b>Organizational Unit</b>	<b>Political Affairs Division</b>
<b>Location</b>	<b>Badakhshan Field Office</b>
<b>Number of post</b>	<b>01</b>
<b>Issuing Date</b>	<b>17/12/2017</b>
<b>Closing Date</b>	<b>31/12/2017</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.

**DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the Head of Office in Kunduz:

- Serves as the Head of Office in Badakhshan (Faizabad) and, under supervision and guidance of the Head of Office in Kunduz, is responsible for the consistent implementation of the Mission's mandate and representing the SRSG and senior leadership through regular engagement with local authorities, UN agencies, diplomatic representatives community representatives and other local stakeholders.
- Develops and closely monitors the implementation and reports on measurable achievements of the Field Office work plan.
- Supervises all Field Office staff, including carrying out performance management responsibilities. And maintains a performance monitoring and appraisal system.
- Responsible for the management of assets and security of the Field Office, ensuring efficient use of available resources for office activities.
- The Head of Office in Badakhshan (Faizabad) is responsible for overall mandate implementation, programme management and management and oversight in his/her Area of Responsibility.
- The Head of Office in Badakhshan (Faizabad) and Head of Office in Kunduz will maintain regular engagement to ensure a shared understanding the relevant substantive and operational issues as they relate to the nationalized FO.
- Develops and maintains relations with government officials at the senior levels and advises them on issues and policies of mutual concern.
- Coordinates with UN agencies through leadership of UN Regional Team, to ensure shared approach and understanding on the "ONE UN" development strategy.
- Supports humanitarian activities in line with mission mandate implementation.
- Leads the Field Office's engagement on political issues in a region, including attending relevant meetings to identify enhance the Field Office's understanding of local issues and appropriate interlocutors for engagement.
- Leads relevant Field Office staff in the formulation of the work programme, budget and medium-term and long-term plans of the office.
- Performs other related duties as required.

**QUALIFICATIONS AND EXPERIENCE**

**Education:** An advanced university degree (Master's degree or equivalent) OR first-level

university degree (Bachelor degree or equivalent) in Political Science, Management, development or related field.

Professional training in the area of planning, monitoring and evaluation, facilitation and/or coordination is an asset.

**Work Experience:** A minimum of three (3) years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area is required with a relevant Master's degree or higher OR a minimum of five (5) years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area is required with a relevant Bachelor's degree.

**Languages:** Fluency in written and oral English and Dari is required. Fluency in written and oral Pashtu is desirable.

**Special measure:**

The minimum work experience for NO-C with a relevant Master degree or higher is reduced to 3 years, instead of the standard minimum requirement work experience of 5 years and with a relevant Bachelor degree is reduced to 5 years, instead of the standard minimum requirement work experience of 7 years. The special measure approved by the Office of Human Resources Management (OHRM)-UNHQ, is extended until 31 May 2018 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.

**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.

**MANAGERIAL COMPETENCIES**

**Leadership:** Serves as a role model that other people want to follow. Empowers others to translate vision into results. Is proactive in developing strategies to accomplish objectives. Establishes and maintains relationships with a broad range of people to understand needs and gain support. Anticipates and resolves conflicts by pursuing mutually agreeable solutions. Drives for change and improvement; does not accept the status quo. Shows the courage to take unpopular stands.

**Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly

## **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](mailto: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.