



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

Vacancy No.	57/12/2017
Post Title	Political Affairs Officer
Level	NO-C (Fixed-Term)
Organizational Unit	Political Affairs Division
Location	Kandahar Field Office
Number of post	01
Issuing Date	13/12/2017
Closing Date	27/12/2017

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

The Political Affairs Officer is responsible for the following duties:

- Participates fully in assigned operational activities related to the work of the Kandahar Office, i.e., peacekeeping, disarmament, demobilization and reintegration, conflict prevention and resolution, including Local Peace Initiatives, post-conflict rehabilitation, election administration, political and governance institution-building, civil society support work, etc.; supports an integrated approach that includes a rights-based dimension, conflict prevention sensitivity, and gender perspective into the policy, planning and operational activities of the unit.
- Prepares briefing notes and talking points for the Head of Office, Political Affairs Unit (PAU). As requested, provides guidance and advice on assigned issues to the Head of Office/PAU, as well as other selected offices concerning assigned areas of work, status of negotiations, and the approach to various issues. Prepares responses to comments, statements, and queries of parties and manages operations involving several components of a limited nature, such as civilian, military or humanitarian operations. Develops and maintains relations with actors at the working levels and advises them on issues and policies of mutual concern and ways to address local conflict dynamics.
- Participates as a member of a team dealing with a variety of political issues in Southern Region of Afghanistan. Attends meetings to identify the scope of the project, considers methodologies, and participates in developing guidelines, terms of reference and operational plans and time frames for new assignments. Assists in planning, coordinating and supporting programmes, projects and activities requiring mission and/or interagency involvement and participation. Represents the team at round tables, seminars and conferences.
- Supports his/her supervisor in the formulation of the work programme, budget and medium-term plans of the unit by participating in meetings, and compiling or researching issues related to the mission.
- 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 is required.

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

Work Experience: A minimum of three (03) 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 Pashtu/Dari is required.

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. A proven track record of successful conflict-resolution initiatives in the Southern Region of Afghanistan, including facilitation of dialogue between different actors at a senior level, with evidence of strong contacts, sound judgment and networks to support this work is a requisite.

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 behavior.

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 behaviors to avoid stereotypical responses; does not discriminate against any individual or group.

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.

Creativity: Actively seeks to improve programmes or services. Offers new and different options to solve problems or meet client needs. Promotes and persuades others to consider new ideas. Takes calculated risks on new and unusual ideas; thinks "outside the box". Takes an interest in new ideas and new ways of doing things. Is not bound by current thinking or traditional approaches.

MANAGERIAL COMPETENCIES

Vision: Identifies strategic issues, opportunities and risks. Clearly communicates links between the Organization's strategy and the work unit's goals. Generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction. Conveys enthusiasm about future possibilities.

Building Trust: Provides an environment in which others can talk and act without fear of repercussion. Manages in a deliberate and predictable way. Operates with transparency; has no hidden agenda. Places confidence in colleagues, staff members and clients. Gives proper credit to others. Follows through on agreed upon actions.

Treats sensitive or confidential information appropriately.

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_kandahar@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.