



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

Vacancy No.	57/12/2015
Post Title	Programme Management Assistant
Level	GL-5 (Fixed-term)
Organizational Unit	Human Rights Unit
Location	Mazar Field Office
Number of post	01
Issuing Date	20/12/2015
Closing Date	03/01/2016

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 Human Rights Officer/Team Leader within the Human Rights Unit and in support of UNAMA's work on gender and human rights, the Program Management Assistant will perform the roles:

Networking:

- Establish and maintain effective relationships with UN Agencies, Government and Provincial Authorities, the Afghanistan Independent Human Rights Commission (AIHRC), Ministry of Women's Affairs (MoWA), other line Ministries like MOI, MOJ etc, women Parliamentarians, donors, non-governmental organizations, Co-EVAW, Civil society organizations and networks, media outlets and national organizations working on gender and women's issues;
- Ability to gather, verify information on issues related to women rights and to be able to present the information;
- Under the guidance of the Team Leader, attend and represent UNAMA at periodic meetings hosted by the above-mentioned interlocutors;
- Under the guidance of the team leader, assist in the preparation of periodic meetings hosted by UNAMA;
- Maintain good contacts with civil society organizations working on women's issue and maintain updated contact lists;
- Deliver trainings and presentations as suggested by the team leader and represent the office in various meetings.
- Good understanding of women peace and security agenda and ability to communicate that.

Capacity Building:

- Establish linkages with like-minded organizations and fora responsible for gender-capacity building at regional and national level including MoWA, DoWA, the AIHRC, other line ministries like MOI, MOI, Police women councils.
- Plan, organize and facilitate capacity-building and awareness-raising activities on gender and human rights issues with the above interlocutors
- Assess the gender training needs of UNAMA staff at the national level and plan and conduct trainings based on these needs.

Knowledge Management:

- Assist in preparing briefing notes and information packages on gender for internal and external interlocutors, including the HRU
- Produce incident and analytical reports on prominent gender issues in the region
- Maintain files and update ERAW database, shared drive and paper archives as required
- Collect and submit weekly Gender input for Team reporting, including “Activities to integrate gender in UNAMA's work” and “activities and developments that empower women”
- Under the guidance of team leader, follow-up on cases of violence against women and girls.
- Write meeting minutes and assist in drafting of thematic reports. Analyse data. Good knowledge of using excels.

Advocacy:

- Under the guidance of team leader and in consultation with partners, plan and coordinate advocacy activities for campaigns such as International Women’s Day, Peace Day, and the 16 Days of Activism against Gender-Based Violence
- Broadly disseminate and promote the findings and recommendations contained in UNAMA reports, including on the Elimination of Violence against Women (EVAW law).

Work with UNAMA sections and UN agencies to promote gender issues:

- Establish and maintain a close working relationship with UNAMA substantive sections and UN Agencies with a view to promoting coordination and exchange of information on gender issues. Attend gender working group and GBV sub cluster.
- The Gender Assistant will also perform other tasks as requested by the team leader and HRU.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent is required.

Work Experience: A minimum of Five (5) years of progressively responsible experience in program or project administration, technical cooperation or related area is required.

Languages: Fluency in written and oral English as well as Dari/Pashto is required.

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.

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.

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.

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_mazar@un.org

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.**

Qualified female candidates are highly encouraged to apply

Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

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.