



United Nations Assistance Mission for Afghanistan (UNAMA)

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	18/03/2023
Post Title	Programme Management Assistant
Level	GL-5 (Temporary Appointment)
Organizational Unit	Human Rights Unit
Location	Kandahar, Mazar-e-Sharif and Kabul
Number of posts	03
Issuing Date	27/03/2023
Closing Date	03/04/2023
Duration	Up to 31 December 2023

Qualified female candidates are highly encouraged to apply

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

DUTIES AND RESPONSIBILITIES

Within delegated authority and under the direct supervision of the Administrative Assistant, with guidance from the Senior Human Rights Officer, the incumbent will perform the following duties.

Programme/Project Planning and Coordination

- Assists in the coordination of programme/project planning, and preparation work, for the Human Rights Service; monitors status of programme/project proposals and receipt of relevant documentation, for review and approval.
- Compiles, summarizes and presents basic information/data on specific programmes/projects and related topics or issues.
- Reviews project documents, especially cost plans/budgets, for completeness and compliance with relevant rules and procedures prior to submission for final approval and signature; identifies inconsistencies; distributes project documents to relevant parties upon approval.
- Prepares budget revisions; verifies availability of funds; ensures necessary approval and entry in Umoja.
- Drafts correspondence on budget-related issues, and prepares and updates periodic reports, briefing notes, statistical summaries, accounting spreadsheets, etc.
- Compiles, summarizes and presents basic information/data on project delivery; drafts related status reports, identifying shortfalls in delivery, budget overruns, etc. and brings to the attention of Management.

Administrative/Logistical Coordination and Support

- Serves as focal point for administrative coordination of programme/project implementation activities, involving extensive liaison with diverse organizational units to initiate requests, obtain necessary clearances, processes and follow-up on administrative actions, e.g. recruitment and appointment of personnel, travel arrangements, training and/or awareness-raising, authorization of payments, disbursement of funds, procurement of equipment and services, etc.
- Provides general office assistance; responds to complex information requests and inquiries; establishes and/or maintains electronic files and records in SharePoint as per UNARMS policy; organizes meetings, workshops and events; handles routine administrative tasks.
- Translates documents and/or interprets at meetings, as needed.
- Performs other related duties, as required.

QUALIFICATIONS AND EXPERIENCE

Education: A high school diploma or equivalent is required.

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

Languages: : English and French are the working languages for the United Nations Secretariat. Fluency in oral, written and spoken English is required; knowledge of other languages is desirable. Fluency in oral, written and spoken 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.

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.

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#18/03/2023** 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#18/03/2023**. 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.