



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

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| Vacancy No. | 08/01/2016 |
| Post Title | Political Affairs Assistant |
| Level | GL-5 (Fixed-term) |
| Organizational Unit | Political Affairs Unit |
| Location | Gardez Field Office |
| Number of post | 01 |
| Issuing Date | 20/01/2016 |
| Closing Date | 03/02/2016 |

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 Political Affairs Unit, the incumbent shall carry out the following duties and responsibilities:

- Support the monitoring of national, provincial and district level political developments and keep abreast of latest trends and developments in the area of assignment in accordance with the priorities established by the mission;
- Gather, select and analyze information from diverse sources, including publications and the media, with special attention to the representation of all segments of society including vulnerable categories like minorities and women;
- Maintain up to date knowledge of events relating to political issues in general, and in particular areas of responsibility as well as thematic mandates;
- Develop and maintain profiles/maps database for the political section, including: provincial and district profiles, tribal profiles, background of important personalities, and other directories profiles/maps as requested;
- Maintain contacts with regional/local civil and military government officials/structures; tribal and community leaders/shuras; political parties; civil society representatives (NGOs, HR groups etc.) in areas of responsibility and with other sectors of the UN and international organizations on coordination and policy matters;
- Monitors political, socio-economic, and other politically relevant developments in an assigned area.
- Participate in regular fact-finding and other missions within assigned area of responsibilities;
- Provide technical and substantive back up in the implementation of mandates of the office, branch or unit;
- Assists in preparing summaries of articles from a wide variety of sources and drafts a variety of correspondence, and section reports.
- Provide inputs to reference documents, routine and thematic reports on political developments in areas of responsibility;
- Represent UNAMA in joint UN-GoA initiatives, at the request of the Political Affairs Officers;
- Support the Office's provision of good offices in line with the mandate;
- Assists senior officers with preparing drafts, briefing notes, background papers and talking points.
- Interpret from English into Pashto/Dari and vice-versa during meetings;

- Translate documents from English into Pashto/Dari whenever necessary;
- Provides support to visiting teams/missions as required.
- Conduct periodic field missions in order to update the overall political situation;
- Provide administrative and logistical support to officers in the Political Affairs Division; including arrangements for meetings, preparing documents etc.
- Support field trips - road mission requests; arrange for security clearance for staff and visitors traveling to Kabul or the regions.
- Create and maintain administrative files and official records. Search and select relevant information and records upon request.
- Maintain stationery and other basic supplies for the office
- Establish and maintain records of incoming and outgoing correspondence.
- Perform any other duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent. Training in Political Affairs/social work related is desirable. Training in communication, project monitoring, logistical, budgetary & administrative issues is an asset.

Work Experience: Five (5) years of related work experience in providing support work in political science, international relations, legal/paralegal, disarmament, security development management, conflict resolution or related work with NGOs, civil society organizations or working as a civil servant.

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. Remains calm in stressful situations.

Takes responsibility for incorporating gender perspective and ensuring the equal participation of women and men in all areas of work.

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.

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_gardez@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 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.