



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

Vacancy No.	38/10/2017
Post Title	Associate Legal Officer
Level	NO-B (Fixed-Term)
Organizational Unit	Legal Affairs Section
Location	Kabul HQ
Number of post	01
Issuing Date	11/10/2017
Closing Date	10/11/2017

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 incumbent works under supervision of the Senior Legal Officer or Head of the Legal Affairs Section. Within delegated authority, the Associate Legal Officer may be responsible for the following duties.

- Supports the Senior Legal Officer or other Legal Officers in handling matters involving issues of international, public, private and administrative law to include interpretation and application of legislative and other instruments governing United Nations activities and operation.
- Provides research, analysis and drafts legal opinions on various aspects of national law including the Constitution, electoral law, criminal law, evidence and procedure, as well as land law.
- Contributes to the preparation of draft of background papers, studies, reports etc.
- Assists in the preparation of legal opinions/advice on diverse substantive and procedural questions, which may include legal opinions related to administration and management, procurement and contracts and any other aspects of the work of peacekeeping or special political missions
- Assists in providing legal advice on human resources matters.
- Assists in resolving insurance claims with the local representatives of Insurance Companies as may be required.
- Serves on standing boards and committees as required.
- Serves as an effective liaison with host government counterparts including the Ministry of Foreign Affairs, the Attorney-General's Office, the judiciary and the Police.
- Performs other duties as assigned by the Senior Legal Officer or a Legal Officer.

QUALIFICATIONS AND EXPERIENCE

Education: Advanced university degree (Master's Degree or equivalent) in international law. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of two (2) years of progressively responsible experience in law including legal analysis, research and writing.

Languages: Excellent Command of English and Pashtu/Dari is required.

Special measure:

The minimum work experience for NO-B with a relevant Masters degree is reduced to 1 year, instead of the standard minimum requirement work experience of 2 years and with

a relevant Bachelors degree is reduced to 2 years, instead of the standard minimum requirement work experience of 4 years. The special measure approved by the Office of Human Resources Management (OHRM)-UNHQ, 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 behaviour; 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 behaviour to avoid stereotypical responses; does not discriminate against any individual or group.

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.

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.

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_substantive@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.