



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

<b>Vacancy No.</b>	<b>58/12/2017</b>
<b>Post Title</b>	<b>Associate Political Affairs Officer</b>
<b>Level</b>	<b>NO-B (Fixed-Term)</b>
<b>Organizational Unit</b>	<b>Political Affairs Division</b>
<b>Location</b>	<b>Jalalabad Field Office</b>
<b>Number of post</b>	<b>01</b>
<b>Issuing Date</b>	<b>14/12/2017</b>
<b>Closing Date</b>	<b>28/12/2017</b>

**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**

Within delegated authority, the Associate Political Affairs Officer will be responsible for the following duties:

- Gathers, selects and analyses information contained in communications and publications received from different sources, including the press.
- Maintains up-to-date knowledge of events relating to political issues, in general, and in particular as they affect the countries and thematic mandate's for which the staff member is responsible.
- Monitors national and regional level political developments and provides advice to field mission/UN agencies active on the ground.
- Maintains contacts with other sectors of the UN, other international organizations and governments on coordination and policy matter.
- Monitors actions taken by intergovernmental groups, UN organizations, government and non-governmental organizations.
- Selects, classifies and stores in computerized databases information relating to potential disputes and conflicts involving assigned in the Eastern Region.
- Participates in fact-finding and other missions to countries within assigned area of responsibility.
- Prepares meetings of the SRSR/DSRSG with officials from the host country.
- Keeps abreast of latest trends and developments in the Eastern Region and provides inputs on issues to senior officials and colleagues in UNAMA and elsewhere in the Secretariat when required.
- Works with civil society organizations (CSOs) on transparency and accountability of the public administration and the empowerment of civil society in the Eastern Region.
- Leads/supports the crafting and implementation of UNAMA facilitated discussions with local communities to address local drivers of instability in Eastern Region. This will involve the drafting of project proposals, and coordinate all aspects of project implementation
- 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 or 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 one (1) year of progressively responsible professional

experience in political science, international relation, law, disarmament, security, development management, conflict resolution or related area is required with a relevant Master's degree OR a minimum of two (2) years of progressively responsible professional experience in political science, international relation, 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-B with a relevant Master degree is reduced to 1 year, instead of the standard minimum requirement work experience of 2 years and with a relevant Bachelor 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, 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. Experience in Eastern Afghanistan is required. Knowledge of conflict resolution and experience in project management are advisable.

**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.

**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.

**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**

- 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\\_jalalabad@un.org](mailto:unamava_jalalabad@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.