

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 112/03/2009

Title: **National Human Rights Officer**
Number of post: One
Type of contract: Appointment for Limited Duration (ALD)
Category: National Professional Officer (NPO)
Duration: First three months probationary, renewable
Level: NO-A
Duty station: Kabul
Unit/Section: Human Rights Unit
Issuing date: 10 March 2009
Closing date: 09 April 2009

Under the direct supervision of the International Human Rights Officer, the National Human Rights Officer performs the following duties:

Duties and Responsibilities:

Maintains up to date knowledge of human rights issues, including relevant political and legal developments;

Gathers, selects and analyses relevant information contained in communications and publications from different sources, including the press and electronic media;

Monitors human rights developments in the area of responsibility by fielding missions at the provincial and district level.

Monitors judicial developments in area of responsibility, including monitoring court cases and preparing reports and updates as necessary.

Prepares analysis of specific human rights issues and trends, including drafting regular reports; makes recommendations for action by UNAMA to address issues of concern;

Receives complainants, investigates alleged human rights violations, prepares substantive case reports, proposes corrective action to be recommended to the Government and/or local authorities in order to alleviate the effects of abuses, prevent their recurrence and sanction those responsible;

Liaises and maintains regular contact with the authorities, the Afghan Independent Human Rights Commission, non-governmental organizations, civil society actors, United Nations agencies and other partners and provides feedback, notes and talking points as required;

Designs and conducts training and promotional activities;

Drafts input on the human rights situation for inclusion in UNAMA's regular reports;

Performs any other related duties as required.

Competencies:

Professionalism: knowledge and understanding of human rights-related matters; demonstrated research and analytical skills, including the ability to identify and participate in the resolution of relevant

issues/problems; demonstrated ability to apply good judgment in the context of assignments given; Ability to carry out work in a neutral and impartial way.

Planning and Organizing: Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan.

Creativity: Ability to actively seek to improve services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas. Ability to take initiative in consultation with UNAMA Focal Point.

Communication: Ability to speak and write in a clear and concise manner, including ability to draft a variety of reports, correspondence, etc. in English and Dari or Pashto;

Technological Awareness: Basic computer skills, including familiarity with the internet and Microsoft Word; **Teamwork:** Proven interpersonal skills; ability work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications & Experience:

Education:

- University degree preferably in Political or Social Science, International Relations or Law.

Experience:

- At least 3 years progressively responsible work experience in areas closely related to political science, international relations or law; knowledge of human rights as well as legal issues; knowledge of the Afghan political environment and Afghan law

Language:

- Excellent English and Dari/Pashto language skills (written and oral);

Applicants meeting the above qualifications are requested to submit the following only:

A one-page Covering Letter expressing your interest/ suitability for this Post
Curriculum Vitae (CV) & the P-11
Copy of University degree & Copy of National ID – Tazkira.

Note: You are requested not to attach any other extra documents like experience certificates etc.

If you are sending your applications in Hard Copies, please address them to:

Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road, Kabul, Afghanistan,

If you are sending your applications in Soft Copies, please Email your application to:

unamava_substantive@un.org

Note: Only those applications will be reviewed that clearly indicate the **vacancy announcement number and the functional title of the post** in the email subject line ; if the application is being sent via email or on the envelope; if it is being sent in hard copies)

We request that you kindly review the VA carefully to check that you meet the minimum requirement for the post, and then apply.