

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 230/06/2009

Title:	Political Affairs Assistant
Number of posts:	One Post
Type of contract:	Appointment for Limited Duration (ALD)
Grade:	GSL-4
Category:	General Service (Local)
Duration:	First three months (probationary period – renewable)
Duty station:	Ghazni
Unit/Section:	Political Unit
Issuing date:	30 June 2009
Closing date:	15 July 2009

Under the overall supervision of the Political Affairs Officer and the direct supervision of the Provincial Head of Office, the incumbent shall carry out the following **duties and responsibilities**:

- Follow up on political issues in the area of assignment;
- Assist UNAMA staff with briefing notes, background papers and talking points;
- Prepare summaries of articles from a wide variety of sources and draft a variety of correspondence, and sections of reports;
- Maintain up-to-date knowledge of events relating to political issues in the area of responsibility, and in particular as they apply to the region of assignment and the mandate of UNAMA;
- Assess trends and intra-regional issues that impact the political situation, and recommend solutions/possible action that could be taken by the Mission;
- Develop and maintain contacts with Afghan authorities, political parties, organizations and movements, civil society, NGOs, etc;
- Analyze information contained in communications and publications received from different sources, including the press;
- Interact with national and international players on coordination and policy matters;
- Ensure a part of consolidated daily/weekly/monthly/mission/political rights verification/rule of law reports to Headquarters about major developments in the mission area and their impact on mandate implementation;
- Conduct periodic field missions in order to update the overall political situation;
- Provide oral and written translation as required;
- Perform other related duties as required.

Competencies:

Professionalism: ability to identify problems, i.e. political, ethnic, racial, socio-economic and or causing civil unrest in a country or geographic area; ability to understand and evaluate internal/national political situation; skill in developing sources for data collection;

Planning and organizing: ability to establish priorities and to plan, coordinate and monitor own plan;

Communication: ability to write in a clear and concise manner and to communicate effectively orally;

Teamwork: Good interpersonal skills; ability to develop and maintain effectively work relationship with different national and cultural backgrounds with sensitivity and respect for diversity.

Technological awareness: good computer skills; proficiency in using word processing;

Qualifications:

Education: High School diploma or equivalent; post –secondary training in human rights or social studies or equivalent experience in a national or international agency.

Work Experience: A minimum of 4 years progressively responsible experience in areas connected to the social /political; previous political reporting experience in a UN peacekeeping mission would be an asset;

Languages: Fluency in written and spoken English, Dari and Pashto

Other requirements: Experience in analysis of political, security and media issues would be an asset; ability to informally translate / interpret from English to Dari and or Pashto and vice versa an asset; drafting skills are also sought

Application Submission Guidelines:

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 High School Diploma
- Copy of NID – Tazkira

Note: Kindly do not attach any extra documents other than requested above.

Preference will be given to equally qualified female candidates.

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,
OR
UNAMA Gardez Regional Office**

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

unamava_substantive@un.org