



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

<b>Vacancy No.</b>	28/05/2023
<b>Post Title</b>	Associate Political Affairs Officer
<b>Level</b>	NO-B (Temporary Appointment)
<b>Organizational Unit</b>	Strategic Engagement Advisory Section
<b>Location</b>	Kabul HQ
<b>Number of posts</b>	01
<b>Issuing Date</b>	15/05/2023
<b>Closing Date</b>	22/05/2023
<b>Duration</b>	Until 31/12/2023 (with possibility of extension)

**Qualified female candidates are highly encouraged to apply**

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

**DUTIES AND RESPONSIBILITIES**

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

- Analyses information contained in communications and publications received from different sources, including the press and interlocutors.
- Maintains up-to-date knowledge of events pertinent to domestic political issues,
- Maintains and liaises with pertinent interlocutors.
- Prepares meetings and assists senior officials by drafting briefing notes, background papers and talking points.
- Prepared summaries of articles from a wide variety of sources and draft a variety of correspondence, and sections of reports.
- Monitors political, socio-economic and other politically relevant developments in assigned area,.
- Provides input into pertinent political, humanitarian and economic efforts.
- Maintains databases that track information relevant to assigned area.
- Performs other related duties as required.

**QUALIFICATIONS AND EXPERIENCE**

**Education:** Advanced university degree (Master's degree or equivalent) in Political Science, international relations, international economics, law, public administration or related field is required. A first level university degree (bachelor's degree or equivalent) with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Professional training in the area of planning, monitoring and evaluation, facilitation or coordination is an asset.

**Work Experience:** A minimum of two (2) years of progressively responsible 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 four (4) years of progressively responsible professional experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area is required with a relevant bachelor's degree.

- Experience in political outreach, facilitation, analysis, database management and reporting is required.

- Experience liaising with political, df government, ulema and civil society actors is desirable.

- Experience working in international and government organizations on peace and development is desirable.

**Languages:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Fluency in oral and written Dari/Pashto is required.

**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.

**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

- UNAMA will only accept properly completed and signed Personal History Form (P.11) received by email before the closing date. CVs or Resumes will not be considered nor will late submissions after closing date. Any information provided on the P.11 form will be considered binding.

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and submit the duly completed signed P.11 by e-mail to: [unamava\\_substantive@un.org](mailto:unamava_substantive@un.org)

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#28/05/2023** into the email subject line when submitting the duly completed and signed P.11 Form and the required documents. Please do not add any other information in the subject line of your email except **VA#28/05/2023**. Please do not add any additional words or space in the VA Number. **Applications received without a VA Number will not be considered.**
- 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 four (4) to six (6) weeks from the deadline indicated on the VA.

### **Required documents to be submitted along with the signed and completed UN P.11:**

- **Serving UN staff members:** In addition to the completed and signed P.11, scanned copies of two most recent e-Performance Evaluation Reports must be submitted with the application.
- **For External applicants:** In addition to the completed and signed P.11, scanned copies of 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.

### **No fee:**

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). The United Nations does not concern itself with information in applicants bank account.

**Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother, or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.**

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.