

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

Tel: +1-212-963-2668
Fax: +1-212-963-2669

VACANCY ANNOUNCEMENT # 218/06/2009

(Re-advertisement)

Title:	National Coordination Officer
Number of posts:	One (1)
Type of contract:	Appointment for Limited Duration (ALD)
Category:	National Professional Officer (NPO)
Grade:	(To be determined)
Duration:	Three months; probationary, (Re-newable)
Duty station:	Kabul
Section/Unit	Resident Coordinator's Office / ODSRSG, Pillar II
Issuing date:	23 June 2009
Closing date:	7 July 2009

Under the overall supervision of Head of the Resident Coordinator's Office, the incumbent will be responsible for the following:

Duties and Responsibilities:

- Supports coordination in the implementation of UNDAF and joint programming processes;
- Supports preparation and implementation of the UN Country Team (UNCT) Work Plan;
- Provides support to effective information management and advocacy of UN activities;
- Provides support to the implementation of UN resource mobilisation / aid coordination-effectiveness efforts;
- Facilitates knowledge building and management;
- Ensures timely preparation and follow-up of UN Country Team meetings/events;
- Assists in implementation of the Afghanistan MDG-ANDS campaign in cooperation with the Government.
- Supports effective and efficient functioning of the Resident Coordinator's Office;
- Performs any other duties as assigned.

Competencies:

Planning and Organising: Ability to focus on and follow through priority activities and assignments. Has ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships with all colleagues. **Accountability:** Operates in compliance with organisation's rules and regulations. **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. **Communication:** Excellent command of English. Fluency in Dari and/or Pashto drafting skills. Demonstrates good written and oral communication skills in English, Dari and/or Pashto. **Teamwork:** Proven interpersonal skills and the ability to work in a multi-cultural, multi-ethnic and multi-agency environment with sensitivity and respect for diversity. Builds trust and engenders morale by displaying open, transparent and credible behavior; Respects individual/cultural differences; utilizes diversity to foster teamwork; Ensures others' understanding of, involvement in, adaptation to a change process; executes responsibilities accordingly; provides and responds constructively to feedback (correction or recognition); self analyzes performance problems; seeking appropriate direction and support;

Qualifications:

Education: University Degree in Business Administration, Economics, Social Sciences, International Relations, Political Sciences or related field

Experience: **" 3 to 5 "** years of progressively responsible work experience in administration, policy and programming of development assistance, preferably with a UN agency or bilateral/multilateral agency. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based electronic systems.

Language: Excellent English, Dari and Pashtu language skills (written and oral).

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 University Degree
- 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,**

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

unamava_substantive@un.org