

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 219/06/2009

Title:	<u>Governance Assistant</u>
Number of posts:	One (1)
Type of contract:	Appointment for Limited Duration (ALD)
Category:	General Service (Local)
Grade:	GSL-5
Duration:	Three months; probationary, (Re-newable)
Duty station:	Ghazni
Section/Unit	Governance Unit
Issuing date:	30 June 2009
Closing date:	15 July 2009

Background:

Under the overall control of Head of Office Gardez Region, The governance unit is responsible for UNAMA's efforts to support governance issues in general, with particular emphasis on issues including local national governance structures (provincial councils, governor's offices, provincial development committees, line ministries, etc), national policy and planning in the governance area, in view of national development frameworks (ANDS, Afghanistan Compact, MDGs). The Unit focuses on the following four areas of support:

- Institutional development/public administration reforms at the national and local level;
- Support for the development of policy and regulatory frameworks;
- Capacity building; and
- Coordination, planning, monitoring and evaluation.

The incumbent, reporting directly to international governance officers, will work closely with other unit officers in the areas mentioned above.

Duties and responsibilities:

- As a member of the Regional team, assist the governance unit in its support to provincial coordination structures, including Regional Governance Working group, Provincial Civil Service Academies/ Training Centers. Keeps records of meetings and drafts and circulates invitations to NGOs, UN agencies and other actors.
- Assists in the development of training, briefings and materials focusing on capacity building for local Government officials in liaison with regional Civil Service Commission.
- Provide analysis of provincial and regional governance structures and assist in the design and surveys/assessments on local governance.
- Assists in facilitating governance outreach, maintaining dialogue with local communities, ensuring greater community and women participation in UN activities

- and enhancing coordination and cooperation with provincial government, including provincial councils.
- Assists the International and National Governance Officers in the preparation of briefing notes and background papers on relevant government policy issues.
 - As requested helps to prepare inputs to regular daily and weekly reports to Governance Officer or Head of Office.
 - Acts as a translator, takes minutes, keeps a filing and archive system for the section; maintains a database of all partners and contact lists.
 - Monitors and analysis local governance issues and provides assessment to the governance officer.
 - Assists the unit in support of the IDLG programs in the provinces.
 - Assist the unit in ensuring close coordination with PC and its members in the province.
 - Actively participates in data collection and special surveys and missions in the districts and provinces.
 - Supports and provides back up to the governance officer in the implementation of the unit work plans and mandate.
 - Performs any other duties as required and under supervision and advises of the supervisor.

Competencies:

Professionalism: good understanding of the functions and organization of the work unit; good knowledge of internal policies, processes and procedures generally and in particular those related to programme / project administration, implementation and evaluation, technical cooperation. Ability to undertake basic research and gather information from standard sources; demonstrated ability to apply good judgment in the context of assignments given. **Planning and organizing:** ability to establish priorities and to plan, coordinate and monitor own plan; **Communication:** good communication skills (written and oral) including ability to draft a variety of correspondence and other communications, summary reports, etc.; **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:** fully proficient computer skills and use of advanced functions on UN standard applications, e.g. Lotus Notes, Word, etc.

Qualifications:

Education: Higher School diploma; supplemental courses/training in social sciences, project management or experience in a national or international agency with good understanding of public administration systems including local governance.

Work Experience: A minimum of 6 (six) year's progressively responsible experience in areas connected to the social /political arena in the assigned area; 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 governance, 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