

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 195/06/2009

Title:	Senior Human Rights Assistant
Number of posts:	One
Type of Contract:	Appointment for Limited Duration (ALD)
Duration:	First three months (probationary period – renewable)
Category:	General Services (Local)
Grade:	GSL-5
Duty station:	Kabul (Central Regional Office)
Unit/Section:	Human Rights
Issuing date:	04 June 2009
Closing date:	18 June 2009

Under the overall supervisor of the Head of Office and direct supervision of the International Human Rights Officer, the incumbent will perform the following duties:

Duties:

- Supports and assists the International Human Rights Officer with regional responsibilities as required. This may include related tasks such as:
 - Providing logistical and administrative support to HROs in organizing field missions.
 - Accompanying HROs during field missions, organizing meetings, liaising with local interlocutors and providing interpretation
 - Assisting interviewing victims, and complainants
 - Assisting in preparing case file reports or other reports on human rights violations
 - Attending meetings with government officials, the Afghan Independent Human Rights Commission (AIHRC), civil society groups and UN agencies
 - Documenting meetings by preparing detailed summaries or minutes;
- Monitors the press including electronic media, and reports as appropriate
- Files documents in hard copy and electronically, including updating shared drives;
- Takes responsibility for updating human rights database and human rights archive;
- Liaises with regional and HRU colleagues to follow-up on cases as appropriate;
- Writing substantive reports on individual cases of human rights violations;
- Follow thematic issues relevant to the central region in line with HRSO priorities
- Assists HROs in the organization of workshops, seminars and meetings as required;
- Translates and interprets both orally and in writing of human rights documents as well as in meetings and workshops;
- Provides logistical and administrative support in cooperation with the regional office Admin and Transport sections as required;
- Performs any other related duty as requested.

Competencies:

Professionalism: Knowledge of and exposure to a range of human rights issues including approaches and techniques to address sensitive and complex human rights problems in their political, ethnic, racial, gender and socio-economic dimensions. Ability to evaluate and integrate information from a variety of sources and assess impact on the human rights situation. Ability to relate to human rights issues and perspectives, including their gender equality dimensions, to

political, social, economic and humanitarian programmes in affected provinces and areas. 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.

Planning & organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed;

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.

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

Qualifications & Experience:

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

Experience: Minimum of six (6) years progressively responsible experience in human rights and areas connected to the social /political arena in the assigned area

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

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

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

Note: We request that you kindly review the VA carefully to check that you are meeting the minimum requirement for the post, and then apply. Only those applications will be reviewed that clearly indicate the vacancy number and the Job Title 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.

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 Kabul Central Regional Office

OR

Email to: unamava_substantive@un.org or unama-cro@un.org