

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 231/06/2009

Title:	Program Assistant
Number of posts:	One
Type of Contract	Appointment for Limited Duration
Duration:	First three months (probationary period – renewable)
Category:	General Services (Local)
Grade::	GSL -5
Duty station:	Ghazni
Issuing date :	30 June 2009
Closing date:	15 July 2009

Under the guidance and direct supervision of Senior IDG staff the incumbent will carry out the following duties:

Duties and responsibilities:

- Collects information and provide analytical monthly reports on the work of Civil Service Commission and Public Administration Reform process from all provinces in UNAMA Northern Region.
- Assists in the development of training sessions/briefings and materials aimed at local Government officials for capacity building and in liaison with Civil Service Commission on matters relating to trainings to provincial level civil servants.
- Assists in joint surveys/assessments of areas having potential for capacity building, relief and reconstruction projects.
- Provides weekly updates and advice on the appointments and reshuffling of the government officials in all five provinces of the Northern Region to the Governance Officer and the Head of Office.
- As requested assists in dialogue with local community to understand their needs and ensure greater participation of communities, including women, in UN activities and also with Provincial Councils for better coordination and cooperation with provincial administration.
- Assist in liaising with NGO partners, and through regular participation in sector working group meetings or other meetings to ensure greater interaction and cooperation between the UN system and NGOs.
- Maintains up to date knowledge of events relating to development and governance issues in general, and in particular as they affect the thematic mandates for which the IDG Unit is responsible
- Liaises and works closely with government partners, other international organizations and donors (e.g. governments, research institutes, academia, etc.) to pursue and ensure implementation on policy guidelines, new models of development, etc

- Supports preparation of a variety of studies, reports, background papers, parliamentary documentation, etc. on a wide range of social development and related issues.
- Provides technical assistance to the Government and other bodies in the formulation and implementation of policies and programs.
- Monitors national and sub national development and governance issues and provides advice to the mission.
- Assists the Senior IDG Officers in the preparation of briefing notes and background papers on relevant humanitarian assistance, development and governance issues. As requested helps prepare inputs to regular daily, weekly, monthly and other reports as requested by the Senior IDG Officers.
- Acts as a translator, takes minutes, keeps a filing and archive system for the section; maintains a database of all partners and contact lists.
- Assists the Senior IDG Officers in their daily activities, as required.
- Official travel to areas covered under the Regional Office.
- Performs any other 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 6 years experience with UN, International NGOs or other relevant entities

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