

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 156/04/2009

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| Title: | National Programme Officer |
| Number of posts: | One |
| Type of contract: | Appointment for Limited Duration (ALD) |
| Category: | National Professional Officer (NPO) |
| Grade: | NO-B |
| Duration: | First three months (probationary period – renewable) |
| Duty station: | Kunduz |
| Unit/Section: | RRR |
| Issuing date: | 26 April 2009 |
| Closing date: | 25 May 2009 |

Under overall supervision of Head of Office and direct supervision of Head of RRR/Programme Unit, the incumbent is responsible for the following:

Duties and Responsibilities

- Provides general support to Regional Office in all aspects of assistance programming and coordination.
- Support the Senior RRR Officer in the formulation of strategic approaches to programming, coordination and implementation.
- As a member of a team actively support the coordination structure, Provincial Coordination Bodies (PCBs) and in the development and management of UNAMA Small Project; including specifically: 1) advising A/PCB members and individuals implementing partners on project formulation guidelines, standards and criteria; 2) supporting the AC in the review and approval of project proposals; 3) ensuring that related project monitoring and reporting activities are carried out.
- Liaises with Programme Section at Kabul Headquarters on project-related matters.
- Liaise with the local authorities on behalf of the Senior RRR Officer on issues pertaining to the programming and coordination of assistance activities; and support capacity building of provincial administrations on issues related to planning, monitoring and evaluation.
- Liaise with local community to understand their needs and ensure greater participation of communities, including women, in UN activities.
- Coordinate joint assessments in the northern areas especially areas of greater needs in order to contribute to joint programming.
- Liaise regularly with NGO partners, and through regular participation in sectoral working group meetings or other meetings to ensure greater interaction and cooperation between the UN system and NGOs.
- Support the Senior RRR Officer in the preparation of briefing notes and background papers on relevant humanitarian and recovery issues.
- As required, prepare project related budget and cost-plan updates.
- Prepare regular reports weekly, monthly and other reports as requested by the Senior RRR Officer or the Head of the Office.
- Assist in the preparation of inputs for emergency relief and contingency planning at the regional level.
- Support the translation of UN and other official documents.
- Any other duties that may be required and assigned by the Senior RRR Officer.

Competencies:

Vision: Ability to identify problems, i.e., political, ethnic, social, economic, etc., affecting peace and stability. **Communication:** Good oral communication skills and proven drafting ability. **Client Orientation:** Ability to develop contacts and foster collaboration with other organizations in order to acquire timely information on current initiatives. **Planning & Organizing:** Ability to manage and plan own work and meet deadlines. **Respect for Diversity:** Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect for diversity.

Qualifications & Experience:

Education: University Degree in Political Science, International Relations, International Economics, Law, Public Administration or other related field.

Experience: At least 5 years experience with UN, International NGOs or relevant experience in humanitarian affairs and relief work or other related fields.

Language: Fluency in both written and oral English, Pashto and Dari.

Preference will be given to equally qualified women candidates.

Only applications that clearly indicate the vacancy number on the envelope; or in the subject of the email (if the application is being sent electronically), will be reviewed.

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: You are requested not to attach any other extra documents like experience certificates etc. Only those applications will be reviewed that clearly indicate the vacancy announcement number and functional 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, National Staff Unit, United Nations Operations Center in Afghanistan (UNOCA),
Jalalabad Road, Kabul, Afghanistan,**

OR

UNAMA Kunduz Regional Office

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

unamava_substantive@un.org