

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

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**VACANCY ANNOUNCEMENT #131/04/2009**

**Re-advertisement**

Title: **Senior Political Affairs Assistant**  
Number of posts: One post  
Type of contract: Appointment for Limited Duration (ALD)  
Grade: GSL-5  
Category: General Service (Local)  
Duration: First three months (probationary period – renewable)  
Duty station: Kabul  
Unit/Section: Political Affairs Division, Pillar - I  
Issuing date: 12 April 2009  
Closing date: 26 April 2009

Under the overall supervision of the Head of the Section and the direct supervision of the Political Affairs Officers, the incumbent will be responsible for, but not limited to, performing the following duties:

**Duties:**

- Maintains up-to-date knowledge of political developments and issues in the area of responsibility;
- Analyzes developments and trends that impact upon political stability and recommends solutions;
- Assists UN senior officials with preparation of briefing notes, background papers and talking points;
- Attempts to verify information contained in communications and publications received from different sources, including the press;
- Develops and maintains contacts with Afghan authorities, the political parties, organizations and movements, civil society, NGO and agencies.
- Serves as alternate UNAMA representative in joint UN-GoA initiatives, at the request of the Political Affairs Officers
- Provides oral and written translation/interpretation as required;
- Performs other related 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 & 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.

**Work Experience:** A minimum of **6 years** 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 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

**Preference will be given to equally qualified female 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 High School Diploma

**Note:** You are requested not to attach any other extra documents like experience certificates etc.

**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**

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

**[unamava\\_substantive@un.org](mailto:unamava_substantive@un.org)**