



United Nations Assistance Mission for Afghanistan (UNAMA)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
(Re-advertisement)

Vacancy No.	17/02/2016
Post Title	Human Rights Assistant
Level	GL-5 (Fixed-term)
Organizational Unit	Human Rights Unit
Location	Gardez, Field Office
Number of post	01
Issuing Date	16/02/2016
Closing Date	01/03/2016

Important note: UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. **CVs or Resumes** will not be considered nor will late submissions after closing date.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the International Human Rights Officer/Team Leader and in support of UNAMA's work on human rights, the Human Rights Assistant will:

- Collect relevant human rights information from the government, the Afghanistan Independent Human Rights Commission (AIHRC), civil society groups, national and international NGOs and UN Agencies, and any other relevant interlocutors and implementing partners;
- Under the supervision of HROs, carry out detention visits and produce reports on findings;
- Conduct interviews with victims/survivors of human rights violations and abuses – including women and children - and other key persons, and prepare documentation on interviews and maintain confidentiality;
- Prepare case file reports on human rights violations or abuses, as per relevant formats, weekly reports, weekly forecast of activities planned, and any other reports as required;
- Maintain files and update human rights shared drives, and paper archives;
- Regularly and thoroughly update the UNAMA Protection of Civilians and Violence against Women Databases and paper archives;
- Monitor the press and electronic media to prepare daily updates and reports as appropriate in cooperation with Human Rights Officers;
- Translate and interprets human rights-related documents both orally and in writing from Dari/Pashto to English and vice-versa as well as in meetings and workshops;
- Assist with and facilitate meetings with authorities as well as the AIHRC, civil society groups, national and international NGOs and UN agencies and maintains records;
- Work in cooperation with Civil Society Organizations to support the promotion of the recommendations of the Afghan People's Dialogue on Peace;
- Assist the HRU in the organization of workshops, seminars and meetings and prepares the relevant materials as required;
- Participate in organizing and supporting human rights training, awareness raising, and advocacy activities;
- Assist with other administrative tasks of the office as required.

- Provide Logistical and administrative support, in cooperation with the regional administration and transport sections, as required;
- Handle sensitive information with due care;
- Perform other related duties as requested as may be required.

QUALIFICATIONS AND EXPERIENCE

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

Work Experience: Five (5) years of relevant experience in human rights or related fields are required. Previous monitoring and reporting experience in a UN peacekeeping mission or international organization would be an asset.

Languages: Fluency in written and oral English and Dari/Pashtu is required.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows pride in work and achievements. Demonstrates professional competence and mastery of the subject. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations.

Takes responsibility for incorporating gender perspective and ensuring the equal participation of women and men in all areas of 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 the 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.

APPLICATIONS

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: unamava_gardez@un.org

Applicants should indicate VA Number and Post Title on the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number and Post Title in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted. Please note that any information provided on the P.11 form will be considered binding. **The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.**

Qualified female candidates are highly encouraged to apply

Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.