

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

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**VACANCY ANNOUNCEMENT # 222/06/2009**

<b>Title:</b>	<b>Head of Sub Office</b>
<b>Number of posts:</b>	One
<b>Type of contract:</b>	Appointment for Limited Duration (ALD)
<b>Category:</b>	National Professional Officer (NPO)
<b>Grade:</b>	NO-B
<b>Duration:</b>	First three months (probationary period – renewable)
<b>Duty station:</b>	<b>Ghazni</b>
<b>Issuing date:</b>	30 June 2009
<b>Closing date:</b>	29 July 2009

Under the supervision of the Head of the Regional Office, the incumbent will be responsible for the following:

**Duties and Responsibilities:**

- Provides general support to Area Office in all aspects of assistance, political, office management programming and coordination;
- Supports the in the formulation of strategic approaches to programming, coordination and implementation;
- Supports the sub-office Political Affairs Officer in the update information on Political and Human Rights situation of the duty station and neighboring areas;
- Ensures liaison with UNAMA Programme, Political Section staff in on project-related matters and Political, Human Rights cases;
- Liaises with the local authorities on issues pertaining to the programming and coordination of assistance and Political/Human Rights activities; and support capacity building of district administrations on issues related to planning, monitoring, and evaluation;
- Liaises with local community to understand their needs and ensure greater participation of communities, including women, in UN activities;
- Coordinates joint assessments in the area of the duty station especially areas of greater needs in order to contribute to joint programming;
- Liaises 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;
- Supports the Field Officer in the preparation of briefing notes and background papers on relevant humanitarian and recovery issues;
- Prepares project related budget and cost-plan updates;
- Prepares regular reports weekly, monthly and other reports as requested by the Head of the Regional Office;
- Assists in the preparation of inputs for emergency relief and contingency planning at the provincial level;
- Acts as main Security Focal Point for the UNAMA staff in the province. Manages and supervises systems that provide security for the UN personnel, premises and property in the province;

- Promotes dialogue with Afghan leaders, political parties, civil society groups, institutions and representatives of the central authorities;
- Strengthens UNAMA's activities in support of the efforts of the legitimate Afghan authorities, particularly in the fields of conflict control, confidence-building and national reconciliation;
- Monitors national and province/district level political developments and provides input to senior officials in the mission;
- Selects and analyzes information contained in communications and publications received from different sources, including the press.
- Strengthens UNAMA's activities in support of the activities such as the Security Sector Reform, including disarmament;
- Maintains contacts with other sectors of the UN, other international organizations and government on coordination and policy matters;
- Provides support, whenever necessary, to the activities of the Mission in human rights monitoring and investigation;
- Performs any other duties as required.

**Competencies:**

**Vision:** in-depth understanding of mission's strategic direction and ability to transform it into a results-oriented work programme; **Professionalism:** in-depth understanding of and an ability to evaluate international political situations in that area; experience in bilateral and multilateral negotiations; **Leadership:** ability to prove effective leadership and transfer advice and knowledge to staff at all levels and from different national and cultural backgrounds; **Planning & Organizing:** Ability to manage and plan own work and meet deadlines; **Judgment and Decision Making:** sound judgment in resolving issues/problems; ability to proactively seek and recommend sound policy initiatives; **Creativity:** ability to actively seek to improve programmes/services, offer new and different options to solve problems. **Teamwork:** Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. **Negotiation skills:** effective negotiation skills and ability to work with others to reach mutually benefiting and lasting understanding.

**Qualifications & Experience:**

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

**Experience:** At least five years of work experience in political analysis and diplomacy; previous experience with UN, International NGOs or other relevant entities an asset.

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

**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 University Degree
- 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](mailto:unamava_substantive@un.org)**