

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

Tel: +1-212-963-2668  
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**VACANCY ANNOUNCEMENT # 205/06/2009**

Title:	<b>Governance Assistant</b>
Number of posts:	<b>One (1)</b>
Type of contract:	Appointment for Limited Duration ( <b>ALD</b> )
Grade:	<b>GSL - 5</b>
Category:	General Service (Local)
Duration:	First three months (probationary period – renewable)
Duty station:	<b>Khost</b>
Unit/Section:	<b>Governance Unit</b>
Issuing date:	<b>15 June 2009</b>
Closing date:	<b>29 June 2009</b>

Under the guidance of the International Governance Officer and direct supervision of the National Governance Officer the incumbent will carry out the following duties:

**Duties and responsibilities:**

- As a member of the Regional team, assist the governance unit in its support to provincial coordination structures, including Regional Governance Working group, Provincial Civil Service Academies/ Training Centers. Keeps records of meetings and drafts and circulates invitations to NGOs, UN agencies and other actors.
- Assists in the development of training, briefings and materials focusing on capacity building for local Government officials in liaison with regional Civil Service Commission.
- Provide analysis of provincial and regional governance structures and assist in the design and surveys/assessments on local governance.
- Assists in facilitating governance outreach, maintaining dialogue with local communities, ensuring greater community and women participation in UN activities and enhancing coordination and cooperation with provincial government, including provincial councils.
- Assists the International and National Governance Officers in the preparation of briefing notes and background papers on relevant government policy issues.
- As requested helps to prepare inputs to regular daily and weekly reports to Governance Officer or Head of Office.
- Acts as a translator, takes minutes, keeps a filing and archive system for the section; maintains a database of all partners and contact lists.
- Monitors and analysis local governance issues and provides assessment to the governance officer.
- Assists the unit in support of the IDLG programs in the provinces.
- Assist the unit in ensuring close coordination with PC and its members in the province.
- Actively participates in data collection and special surveys and missions in the districts and provinces.
- Supports and provides back up to the governance officer in the implementation of the unit work plans and mandate.
- Performs any other duties as required and under supervision and advises of the supervisor.

## **Competencies:**

**Professionalism:** good understanding of the functions and organization of the work unit; good knowledge of internal policies, processes and procedures generally and in particular those related to programme / project administration, implementation and evaluation, technical cooperation. Ability to undertake basic research and gather information from standard sources; demonstrated ability to apply good judgment in the context of assignments given. **Planning and organizing:** ability to establish priorities and to plan, coordinate and monitor own plan; **Communication:** good communication skills (written and oral) including ability to draft a variety of correspondence and other communications, summary reports, etc.; **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:** fully proficient computer skills and use of advanced functions on UN standard applications, e.g. Lotus Notes, Word, etc.

## **Qualifications:**

**Education:** Higher Secondary School diploma; supplemental courses/training in social sciences, project management or experience in a national or international agency with good understanding of public administration systems including local governance.

**Work Experience:** A minimum of **5 (five)** year's 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 governance, 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.

**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
- & a Copy of NID - Tazkira

**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, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road, Kabul, Afghanistan,**

**OR**

**UNAMA Gardez Regional Office, Gardez**

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

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



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**Note:** Only those applications will be reviewed that clearly indicate the **vacancy announcement number** and the **post 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.