



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

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| Vacancy No. | 27/03/2016 |
| Post Title | Human Rights Assistant |
| Level | GL-5 (Fixed-term) |
| Organizational Unit | Human Rights Unit |
| Location | Jalalabad Field Office |
| Number of post | 01 |
| Issuing Date | 17/03/2016 |
| Closing Date | 31/03/2016 |

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 Officers (HROs), the Human Rights Assistant is responsible for the following duties:

- Assists the supervisor/human rights team in the planning of monitoring, investigation, capacity building and promotional activities, and when required conduct monitoring activities, including visits to detention facilities, courts, hospitals as required, as thus, is ready to deploy as required;
- Receives and documents complaints on alleged human rights/IHL violations;
- Under the guidance of HROs, conducts interviews with victims/survivors/witnesses of human rights violations and other key persons, and prepare documentation of interviews,
- Assists in filing the human rights information, including case-related in a relevant, safe and accurate manner; update human rights databases, shared drive and paper archives; and contributes to the team in handling of case files;
- Assists in drafting incident and daily/weekly reports and contributes to preparation of briefings notes, talking points and other information materials;
- Liaises, facilitates and attends a variety of meetings with different stakeholders, including with local authorities, UN agencies, national institutions, NGOs, civil society, professional organizations, implementing partners; and human rights actors;
- Assists in the logistical organization of and administrative support in all type of human rights activities including in the organization of workshops, seminars and meetings, and prepares material as required;
- Monitor the press and electronic media to prepare daily updates and reports as appropriate, in cooperation with the HROs;
- Translate and interpret from Pashto/Dari to English and vice-versa in meetings and workshops, and translate human rights-related documents;
- Performs other related duties as 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_jalalabad@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.