



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

Vacancy No.	26/03/2016
Post Title	Human Rights Assistant
Level	GL-5 (Fixed-term)
Organizational Unit	Human Rights Unit
Location	Kabul 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 and nor any submissions after the closing date.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the International Human Rights Officers (HROs) and in support of UNAMA's work on human rights, the Human Rights Assistant will:

- Liaise, arrange and facilitate meetings with and collect human rights information from relevant interlocutors, including victims and witnesses, Government and provincial authorities, the Afghanistan Independent Human Rights Commission (AIHRC), civil society groups, national and international NGOs and United Nations Agencies and implementing partners;
- Under the supervision of HROs, help to carry out detention visits and assist in producing reports on findings;
- Under the guidance of HROs, conduct or help to conduct interviews with victims/survivors of human rights violations and other key persons, and prepare documentation on interviews;
- Prepare case file reports on human rights violations or abuses in the approved format;
- Maintain files and update human rights databases, shared drive and paper archives;
- Monitor the press and electronic media to prepare daily updates and reports as appropriate, in cooperation with the HROs;
- Attend meetings with the HROs and maintain records;
- Translate and interpret from Pashto/Dari to English and vice-versa in meetings and workshops, and translate human rights-related documents;
- Assist the Human Rights Unit (HRU) in the organization of workshops, seminars and meetings and prepares material as required;
- Participate in organizing and supporting human rights training and promotional activities under supervision;
- 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 by HROs and HRU personnel.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent. Training in human rights/social work related is desirable. Trainings on communication, project monitoring, logistical, budgetary & administrative issues an asset.

Work Experience: Five (5) years of relevant experience in social work, as legal/paralegal or a field closely related to human rights, e.g. supporting community development, activities related to security, political and elections or humanitarian assistance; experience working with communities or victims.

Experience that may be required/desirable: developing or implementing projects for communities at risk or population in vulnerable situations; working with national/international, legal/human rights standards; in human rights monitoring & reporting; providing training or participating in information or awareness raising campaigns; project management: assisting individuals at risk; working with NGOs civil society organizations or as a civil servant.

Skills/Knowledge: Sensitivity to the political, social and cultural environment and ability to adjust behaviors accordingly; Awareness of population diversity and of its needs, including of those in vulnerable situations; Some knowledge of domestic legal system Good understanding of functioning of national institutions; Some knowledge of fundamental human rights principles; Awareness of mission mandate; Ability to .gather, verify, evaluate information from a variety of sources; Ability to identify new and better approaches to work processes & to incorporate them in daily work: committed to gender equality.

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_substantive@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.