



**United Nations Assistance Mission for Afghanistan
(UNAMA)**

**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Re-advertisement**

Vacancy No.	120/08/2011	Issuing Date	14 August 2011
Post Title	National Program Officer	Level	NO-B
Organizational Unit	RRR	Location	Gardez
Number of posts	1	Deadline	13 September 2011

DUTIES AND RESPONSIBILITIES

Under overall supervision of Head of Office and direct supervision of Head of RRR/Program Unit, the incumbent is responsible for the following:

- Provides general support to Regional Office in all aspects of assistance programming and coordination.
- Support the Senior RRR Officer in the formulation of strategic approaches to programming, coordination and implementation.
- As a member of a team actively support the coordination structure, Provincial Coordination Bodies (PCBs) and in the development and management of UNAMA Small Project; including specifically: 1) advising A/PCB members and individuals implementing partners on project formulation guidelines, standards and criteria; 2) supporting the AC in the review and approval of project proposals; 3) ensuring that related project monitoring and reporting activities are carried out.
- Liaisons with Program Section at Kabul Headquarters on project-related matters. Liaise with the local authorities on behalf of the Senior RRR Officer on issues pertaining to the programming and coordination of assistance activities; and support capacity building of provincial administrations on issues related to planning, monitoring and evaluation.
- Liaise with local community to understand their needs and ensure greater participation of communities, including women, in UN activities.
- Coordinate joint assessments in the northern areas especially areas of greater needs in order to contribute to joint programming.
- Liaise regularly with NGO partners, and through regular participation in Sectorial working group meetings or other meetings to ensure greater interaction and cooperation between the UN system and NGOs.
- Support the Senior RRR Officer in the preparation of briefing notes and background papers on relevant humanitarian and recovery issues.
- As required, prepare project related budget and cost-plan updates.
- Prepare regular reports weekly, monthly and other reports as requested by the Senior RRR Officer or the Head of the Office.
- Assist in the preparation of inputs for emergency relief and contingency planning at the regional level.
- Support the translation of UN and other official documents.
- Any other duties that may be required and assigned by the Senior RRR Officer.

QUALIFICATIONS AND EXPERIENCE

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

Experience: 5 years of post-graduate experience is required with UN, International NGOs or relevant experience in humanitarian affairs and relief work or other related fields.

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

UN CORE VALUES AND COMPETENCIES

Professionalism: Ability to manage processes, maintains accurate records, interpret/analyze a wide variety of data, and identify/resolve data discrepancies and activity problems. Practices discretion and observes confidentiality. Committed to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. Vision: Ability to identify problems, i.e., political, ethnic, social, economic, etc., affecting peace and stability.

Communication: Good oral communication skills and proven drafting ability. **Client**

Orientation: Ability to develop contacts and foster collaboration with other organizations in order to acquire timely information on current initiatives. **Planning &**

Organizing: Ability to manage and plan own work and meet deadlines. Respect for

Diversity: Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect for diversity

APPLICATIONS

Interested candidates should complete the attached United Nations Personal History form (P.11) and forward it electronically at the following e-mail address:

unamava_gardez@un.org, **Only those applications will be reviewed that clearly indicate the vacancy announcement number in the email subject line;** or if

sending hard copy address the envelope clearly to **UNAMA Gardez Regional Office, Gardez, Afghanistan**, indicating the post and vacancy number you are applying for.

Incomplete P.11s will not be processed. Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline for submission of applications.

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.