



**United Nations Assistance Mission for Afghanistan (UNAMA)**  
**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

<b>Vacancy No.</b>	<b>24/06/2018</b>
<b>Post Title</b>	<b>Assistant Information Analyst</b>
<b>Level</b>	<b>NO-A (Fixed-Term)</b>
<b>Organizational Unit</b>	<b>Political Affairs Division</b>
<b>Location</b>	<b>Tehran Liaison Office</b>
<b>Number of post</b>	<b>01</b>
<b>Issuing Date</b>	<b>04/06/2018</b>
<b>Closing Date</b>	<b>18/06/2018</b>

**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**

Within delegated authority, the Assistant Information Analyst will be responsible for the following duties:

- Under the direct supervision of the Head of Office, the Assistant Information Analyst ensures that Priority Information Requirements are established and maintained, and that priorities are established for information collection and analysis in accordance with the mandate of the integrated Mission;
- Prepares regular analytical reports and other briefings as requested on bilateral and regional events and emerging trends with the potential to impact the situation in Afghanistan and the Mission's mandated tasks and activities;
- Researches support to briefings to the Mission Leadership Team, senior UN staff and visiting delegations and other events;
- Supports contingency planning and participate to strengthen the ability of senior mission leaders to be informed and understand developments on the ground;
- Oversees the monitoring of a wide spectrum of information sources including daily and weekly reports, Mission component reports, local news and interaction with national government officials, international organizations, the diplomatic community and civil society organizations;
- Oversees and ensures the timely production and quality of products: risk analyses, threat assessments, Early Warning Notes, 'Blue Sky' papers, analytical reports (key humanitarian and development issues), technical support (database and website development and design), coordination support;
- Produces factsheets, governorate profiles, maps and other required products relevant to the Mission's activities;
- Supports and liaises closely with the Mission Crisis Management Team and respond to specific incidents as required. Maintains contact with the officers of other UN Agencies and relevant entities on a regular basis to promote two way dialogue on issues relevant to the Mission's mandated tasks and activities, and respond to needs that may arise;
- Ensures that the appropriate level of confidentiality for products is maintained; and,
- Performs other duties as required, including ensuring the smooth running of the office in the absence of the Head of Office.

**QUALIFICATIONS AND EXPERIENCE**

**Education:** An advanced university degree (Master's degree or equivalent) or a first-level university degree in political science, international relations, international economics, law, public administration, or related field.

**Work Experience:** Relevant years of work experience is not required for applicants with a relevant Master's degree to the position advertised. However, applicants with a Bachelor's degree must have a minimum of two (2) year of progressively responsible experience in international affairs, intelligence, development, security, diplomacy, administration or foreign relations.

Work or studies related to Afghanistan and/or Iran's regional affairs is highly desirable as previous experience of international organizations or the UN system.

**Languages:** Fluency in written and oral English and Farsi is required.

### **UN CORE VALUES AND COMPETENCIES**

**Professionalism:** Shows persistence when faced with difficult problems or challenges. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; 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. Ability to build productive relationships with diverse internal and external interlocutors in facilitating two-way information flows. Demonstrates professional competence and mastery of the subject with understanding of Iran's regional relationships and ability to identify and analyze relevant political and social issues with regards to the situation in Afghanistan. Takes responsibility for incorporating gender perspective and ensuring the equal participation of women and men in all areas of work.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviors; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behavior.

**Respect for Diversity:** Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviors to avoid stereotypical responses; does not discriminate against any individual or group.

**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.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

### **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\\_kabul@un.org](mailto:unamava_kabul@un.org)
- **Required documents: Serving UN staff members: The two most recent e-Performance Evaluation Reports must be submitted with the application.**
- **For External applicants: Two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.**
- **Applicants should indicate VA Number as VA#24/06/2018 in the email**

**subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number 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.**
- Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

**Qualified female candidates are highly encouraged to apply**

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.