



## United Nations Assistance Mission for Afghanistan (UNAMA)

### INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

<b>Vacancy No.</b>	<b>VA#06/02/2023</b>
<b>Post Title</b>	Associate Information Analyst
<b>Level</b>	NO-B (Temporary Appointment)
<b>Organizational Unit</b>	Joint Analysis and Reporting Section
<b>Location</b>	Kabul
<b>Number of posts</b>	01
<b>Issuing Date</b>	12/02/2023
<b>Closing Date</b>	19/02/2023
<b>Duration</b>	Until 31 December 2023

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

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

#### **DUTIES AND RESPONSIBILITIES**

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

##### **1. Information Collection**

- Assist JARS leadership in gathering information in support of the Mission Leadership, as required;
- Help identify areas for potential research and analysis. Collate, evaluate and provide short- or long-term analysis on developments/events affecting the implementation of Mission mandate, using sources such as Mission components, national military/civilian actors, NGOs, media and other key stakeholders;
- Gather and analyze information on local conflicts, land issues, local political developments, security environment, military developments, presence of foreign armed groups, cross-border illegal activities affecting the stability of Afghanistan;
- Gather in-depth specific information for JARS on who-is-who of political, military, religious and civil society leaders in provinces and districts and input such information into relevant databases;
- In coordination with information management and information technology specialists, maintain a system for classifying and storing confidential information;
- Interact with key players on the political and security environment and develop information networks;
- Participate in fact-finding and other missions to the field;
- Foster effective working relationships with other Mission components, the United Nations Country Team (UNCT) and relevant external actors and organizations;

##### **2. Reporting**

- Keep abreast with and report on broader political, security and other developments relevant to the Mission;
- Contribute to situational awareness by producing timely accurate and analytical reports and briefings that inform JARS leadership;
- Maintain an understanding of the political, security, humanitarian, and human rights situation in the Mission area and region; follow unfolding events; conduct trend analysis and mid- to long-term predictive analysis; work with colleagues to gather and verify information; and be able to select, confirm, and deliver the relevant information, with the appropriate political context, in a concise manner (written or oral);
- Present feasible solutions to prevent or manage the threats;

##### **3. Performs other duties, as assigned**

#### **QUALIFICATIONS AND EXPERIENCE**

**Education:** Advanced university degree (Master's degree or equivalent) in International Relations or a related subject is required.

A first-level university degree in combination with other relevant academic qualifications and/or experience may be accepted in lieu of the advanced university degree.

##### **Work Experience:**

A minimum of two years of progressively responsible experience in political affairs, civil affairs, humanitarian affairs, human rights, public information/journalism, military, police, security, crisis operations and management,

or related field. Professional experience preparing summary and analytical reports on political and/or security issues is required. Experience working at the international level is required. Experience working on conflict-related issues is desirable. Experience working in a conflict or post-conflict situation is desirable.

**Languages:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Fluency in oral and written Dari/Pashto 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.

**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.

**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

- UNAMA will only accept properly completed and signed Personal History Form (P.11) received by email before the closing date. CVs or Resumes will not be considered nor will late submissions after closing date. Any information provided on the P.11 form will be considered binding.

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and submit the duly completed signed P.11 by e-mail to: [unamava\\_substantive@un.org](mailto:unamava_substantive@un.org)

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#06/02/2023** into the email subject line when submitting the duly completed and signed P.11 Form and the required documents. Please do not add any other information in the subject line of your email except **VA#06/02/2023**. Please do not add any additional words or space in the VA Number. **Applications received without a VA Number will not be considered.**
- 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 four (4) to six (6) weeks from the deadline indicated on the VA.

#### **Required documents to be submitted along with the signed and completed UN P.11:**

- **Serving UN staff members:** In addition to the completed and signed P.11, scanned copies of two most recent e-Performance Evaluation Reports must be submitted with the application.
- **For External applicants:** In addition to the completed and signed P.11, scanned copies of 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.

#### **No fee:**

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). The United Nations does not concern itself with information in applicants bank account.

**Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother, or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.**

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.