



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

<b>Vacancy No.</b>	12/03/2023
<b>Post Title</b>	Geospatial Information Assistant
<b>Level</b>	GL-5 (Temporary Appointment)
<b>Organizational Unit</b>	Field Technology Section
<b>Location</b>	Kabul HQ
<b>Number of posts</b>	01
<b>Issuing Date</b>	05/03/2023
<b>Closing Date</b>	12/03/2023
<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 Geospatial Information Assistant will be responsible for the following duties:

- Assists in providing support for computer information systems, applications support, server operations and administration, implementation of network projects, databases and applications in assigned areas and troubleshooting for various applications i.e., service support.
- Engage in the timely preparation, maintenance and provision of geospatial information and maps in support of the mission's operations.
- Collect, process and evaluate geospatial data including vector, raster and thematic data; and compile large-scale operation maps and small-scale briefing/report maps.
- Assist in carrying out geospatial/terrain analysis studies and prediction of the effects of terrain, weather and situation on the mission's operations.
- Assist in maintaining of the mission's geo-database system and intranet map services.
- Assist in the sharing of geospatial data with other offices of the mission as well as field offices of other UN agencies and Non-Governmental Organizations (NGOs).
- Assist in the timely exchange of geospatial information between the mission and the DFS Cartographic Section.
- Assist to undertake day-to-day geospatial operation matters between the mission and the Geospatial Information Section of the UN Global Service Centre (UNGSC).
- Assist in providing geospatial information training and education programmes for mission staff.
- Liaise with offices/agencies as well as professional geospatial communities of the host nation, including a National Mapping Agency, in order to exchange geospatial data and cooperate/collaborate on geospatial aspects for the needs of mission operations.
- Performs other related duties as required.

**QUALIFICATIONS AND EXPERIENCE**

**Education:** High school diploma or equivalent is required. Technical/vocational certificate in geospatial information science, cartography, geography or other disciplines that involve geospatial information related programmes is required.

**Work Experience:** A minimum of five (5) years of progressively responsible experience in the field of geospatial information (e.g., geospatial information applications, geospatial database management, geospatial analysis, cartography and mapping, image processing) or related fields is required. Proficiency in the use of geographic information systems (GIS) software is required. Experience in development of web mapping applications is required. Good computer skills in particular Microsoft Word, Excel and PowerPoint are required. Proficiency in the use of GIS applications and Global Positioning System (GPS) is desirable. Familiarity with spatial database systems such as ArcSDE or ArcGIS Server is an asset. Knowledge or experience in graphic software is desirable.

**Languages:** English and French are the working languages of the United Nations Secretariat. For the position

advertised, fluency in oral and written English is required. Fluency in oral and written Pashto/Dari 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.

**Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients’ needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

**Technological Awareness:** Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

#### **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\\_support@un.org](mailto:unamava_support@un.org)

- **Important Note: Applicants should copy and paste the Vacancy Announcement (VA) Number which is VA#12/03/2023 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#12/03/2023. 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.