Vacancy Announcement No. VA/GLO.ACT/2020/012

Post Title: National Project Associate
Organizational Unit: United Nations Office on Drugs and Crime (UNODC), Country Office for Afghanistan/GLO.ACT (Global Action to Prevent and Address Trafficking in Persons and the Smuggling of Migrants)
Type of Contract: Service Contract (SC)
Post Level: SB3
Number of Posts: One (1)
Duty Station: Kabul, Afghanistan
Duration: One Year (with possibility of extension, subject to availability of fund)
Closing date: 07 August 2020

ORGANIZATIONAL CONTEXT:
The Global Action against Trafficking in Persons and the Smuggling of Migrants - Asia and the Middle East (GLO.ACT Asia and the Middle East) is a four-year, €12 million joint initiative by the European Union (EU) and the United Nations Office on Drugs and Crime (UNODC) being implemented in partnership with the International Organization for Migration (IOM) in four countries: Islamic Republic of Afghanistan, Islamic Republic of Iran, Republic of Iraq and Islamic Republic of Pakistan. The project builds on a global community of practice set in motion in GLO.ACT 2015-2019 and assists governmental authorities and civil society organizations in targeted, innovative and demand-driven interventions: sustaining effective strategy and policy development, legislative review and harmonization, capability development, and international cooperation. The project also provides direct assistance to victims of human trafficking and vulnerable migrants through the strengthening of identification, referral, and protection mechanisms. GLO.ACT – Bangladesh is a parallel four-year (2018-2022), joint initiative by EU, UNODC, being implemented in partnership with IOM.

Afghanistan is a source country for migrants seeking to enter Europe, mainly through Islamic Republic of Iran and Pakistan. Large numbers of Afghan citizens are living in different countries, partly due to regular and irregular migration for work, but primarily due to being displaced as a result of decades of conflict which has forced people to seek refuge elsewhere, particularly in the Islamic Republic of Iran and Pakistan. These displaced people are considered exceptionally vulnerable to exploitation and trafficking. Afghan boys and men are subjected to forced labour and debt bondage in agriculture and construction, primarily in Islamic Republic of Iran, Pakistan, Greece, Turkey, and the Gulf States. In Pakistan, the majority of identified Afghan victims are women and girls who are sexually exploited, including through forced marriages.

DUTIES AND RESPONSIBILITIES:
Under the overall guidance of the Representative of the UNODC Country Office for Afghanistan and/or his designated official, and overall direction of International Law Enforcement Expert and Criminal Justice Coordinator and direct supervision of
GLO.ACT National Project Officer, the National Project Associate will ensure the efficient and timely delivery of service and promotes a quality and results-oriented approach at the very highest level and carry out the following duties and responsibilities:

- Manage correspondence for priority action, notification of deadlines and action on routine matters; arrange and maintain a calendar of appointments and tasks to be closely monitored and followed up;
- Liaise with UNODC supporting units related to administrative and operational matters;
- Maintain a record of actual expenditures and assist the NPO in carrying out financial controls of the project including monitoring of expenditures against budget allocations;
- Maintenance of the filing system for the project; including extracting, inputting, copying and filing data from various sources;
- Assist the National Project Officer (NPO) in organizing meetings, seminars, workshops and conferences, including securing and arranging meeting venues, arranging participants’ travel, and other administrative arrangements, some involving high-ranking officials and take minutes and/or notes at meetings;
- Serve as administrative assistant and interpreter at training sessions, seminars and workshops;
- Assist in drafting and finalizing correspondence; timely preparation of relevant papers and documents for meetings, seminars, workshops and conferences; and finalize related reports, involving communication with UNODC Headquarters;
- Assist the project to undertake administrative action related to the procurement of equipment and services including preparation of purchase orders, contracts for consultants, related payment requests, and monitoring and follow-up on such requests;
- Preparing purchase order, request for payment and other related issues concerning purchase and payment In UMOJA system;
- Translate project related documents and official correspondence in a concise manner from English to Dari or vice versa;
- Perform oral/verbal interpretations for the international consultants during the meetings, trainings and conferences;
- Translate questionnaires, SOPs, guidelines and presentations from English into Dari or vice versa;
- Other translation/interpretation tasks as needed within the project implementation;
- Remain flexible for traveling overseas and to other provinces of Afghanistan if required, subject to UN security standards;
- Strives to keep job knowledge up-to-date through self-directed study, self-development and other means of learning;
- Act as a team player and facilitate teamwork;
- Carry out any other tasks assigned by supervisors.

COMPETENCIES:
Functional Competencies:

Job Knowledge/Technical Expertise:
- Understands the main processes and methods of work regarding to the position;
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks;
- Demonstrates good knowledge of information technology and applies it in work assignments;
- Demonstrates in-depth understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments.

Client Orientation:
- Reports to internal and external clients in a timely and appropriate fashion;
- Organizes and prioritizes work schedule to meet client needs and deadlines;
- Responds to client needs promptly.

Core Competencies:
- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Acting as a team player and facilitating team work;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- Learning and sharing knowledge and encourage the learning of others.
- Informed and transparent decision making;

Professionalism: Focuses on results for the client and responds positively to feedback; confident, assertive and proactive approach; consistently approaches work with energy and a positive, constructive attitude; good research, analytical and problem-solving skills, including ability to identify and participate in the resolution of issues/problems; ability to apply good judgment in the context of assignments given.

Planning and Organizing: Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others.

Creativity: Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs.

Communication: Excellent and effective communication (verbal and written) skills, including ability to assist in preparing reports and conduct presentations with the use of common software applications by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; diplomacy and tact; ability to convey difficult issues and positions to senior officials.

Teamwork: Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:

Education:

- High School Certificate or bachelor’s Degree in Economics, Business Administration or other related disciplines.

Experience:

- With High School Certificate 6 years and with bachelor’s Degree 4 years of relevant work experience in project/programme management;
- Experience in translation/interpretation with a national and or international organization is required;
- Relevant working experience with UNODC or other UN-agencies is an advantage;
- People having bachelor’s degree in Economics, Business Administration or related disciplines will be highly preferred.

Languages:

- Proficiency in written and spoken English and excellent knowledge of at least one official language of Afghanistan (Pashto or Dari) is required.

Submission of application:

The application comprises a one-page cover letter explaining your interest and suitability for the post, and a UN Personal History Form (P11), which can be downloaded from [http://www.unodc.org/afghanistan/en/vacancies.html](http://www.unodc.org/afghanistan/en/vacancies.html)

Interested and qualified Afghans national candidates should email their applications (indicating on the subject line the vacancy number and the title of the position applied for) to unodc-afghanistanvacancies@un.org

Please note that incomplete Personal History Form (P.11) & applications received after the closing date (07-August-2020) will not be given consideration.

Only short-listed candidates whose application responds to the above criteria will be contacted for test and/or an interview.

Qualified female candidates are strongly encouraged to apply.