

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

Tel: +1-212-963-2668

Fax: +1-212-963-2669

VACANCY ANNOUNCEMENT NUMBER # 224/06/2009

Title:	IT / Admin Assistant
Number of posts:	One
Type of contract:	Appointment of Limited Duration (ALD)
Category:	General Service (Local)
Grade:	<u>GSL-4</u>
Duty stations:	Ghazni
Issuing date:	30 June 2009
Closing date:	15 July 2009

Under the overall supervision of the Regional Administrative Officer (RAO) and direct supervision of the Deputy Regional Administrative Officer (DRAO) the incumbent shall carry out the following duties and responsibilities:

- Provide day-to-day back up support to the Regional Administrative Officer in all areas of work such as initiate, process, monitor/review and follows up actions related to the administration, logistics and human resources activities of the unit.
- Assist the staff in completing Personnel induction forms and submitting to Personnel Section at Kabul HQ.
- Provide advice guidance to the staff with respect to administrative procedure liaising with central administrative services as necessary.
- Prepare and dispatch documents to mail, fax digital sender and pouch, and provide photocopying assistance to the unit.
- Attend UNAMA flight; assist in booking flights; felicitate cargo and passenger transportation to airport and vice-versa. Prepare road mission requests; arrange for security clearance for staff and visitors traveling to Kabul or the regions.
- Receive, assess and refer telephone and personal enquiries in English, Dari and Pashto to the appropriate staff for reply and respond to general enquiries.
- Organize events, issue of invitation cards to Diplomatic community, UN Agencies, Government Officials and other National and International NGOs.
- Create and maintain administrative files and official records. Maintain stationary and other basic supplies for the regional office and establish and maintain records of incoming and outgoing correspondence.
- Provide translation in English from Dari and Pashto as and when required.
- Provide administrative and logistical support to substantive personnel as and when required.
- Provide support in arranging meetings prepare materials for meetings, distribution of notice of meetings, agenda and other background materials for meetings and other related events.
- Receive and inspect fuel invoices of vehicles and powering generators for RAO's review and approval.
- Prepare DSA/F10 claims of all UNAMA personnel for review/verification of the RAO and further submission to HQ.

- Assists in arranging accommodation for International and National staff visiting assigned duty station
- Provide first line technical support to all IT users;
- Provide technical support for specialized systems and databases;
- Liaise with the assets management staff regarding the update of the inventory, the provision and return of equipment and the disposal of obsolete equipment;
- Participate in researching, evaluating, assessing and testing new technology;
- Perform any other task as requested by the supervisor.

Competencies:

Professionalism – Ability to research, select, organize and summarize data and information required for the preparation of reports and statistics; demonstrated ability to apply good judgment in the context of assignments given. **Planning and Organizing:** Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner. **Commitment to continuous learning:** Initiative and willingness to keep abreast of new developments in the accounting and budget area. **Technological Awareness:** Proficiency in various MS Office applications (Excel, Word,) and other IT applications. **Teamwork** – Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with budget/finance, human resource counterparts, and client departments. **Communication** – Ability to write in a clear and concise manner and to communicate effectively orally.

Qualifications and Work Experience:

Education: High school diploma; supplemental courses/training in research methodologies, statistical methods and procedures, project management would be an asset.

Experience: A minimum of **four (4) years** of progressively responsible relevant experience

Language: Fluency in written and spoken English, Dari and Pashto.

Application Submission Guidelines:

Applicants meeting the above qualifications are requested to submit the following only:

- A one-page Covering Letter expressing your interest/ suitability for this Post
- Curriculum Vitae (CV) & the P-11
- Copy of High School Diploma
- Copy of NID – Tazkira

Note: Kindly do not attach any extra documents other than requested above.

Preference will be given to equally qualified female candidates.

If you are sending your applications in Hard Copies, please address them to:

Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road,

Kabul, Afghanistan,
OR
UNAMA Gardez Regional Office

If you are sending your applications in Soft Copies, please Email your application to:

unamava_support@un.org