

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA  
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**VACANCY ANNOUNCEMENT # 239/07/2009**

Title:	<b>Training Assistant</b>
Number of post:	One
Type of contract:	Fixed Term
Category:	General Services (Local)
Level:	GSL-4
Duty station:	Gardez
Unit/Section:	Training
Issuing date:	8 July 2009
Closing date:	22 July 2009

Within delegated authority and under the overall supervision of the Chief Training Unit, and direct supervision of the Regional Administrative Officer, the incumbent will be responsible for the following duties:

**Duties and Responsibilities:**

- Assists in assessing the training and learning needs of UNAMA staff in the south east region Gardez regional office.
- Assists in planning, developing and facilitating appropriate training courses / workshops according to region's requirements and staff needs. This training may range from Local and International staff induction programs to communication, performance management and administration skills;
- Develops and upgrades relevant training materials for courses / workshops;
- Provides targeted training to staff that meets their needs, section requirements and course objectives;
- Evaluates on a regular basis the effectiveness of training uses a variety of methods including consultation with participants, peers and section supervisors;
- Develops and uses training and learning methodologies to meet students needs;
- Maintains ongoing records of training activities and prepares reports as required by Training Section at Kabul HQ or RAO's Office in Gardez;
- Develops and maintains networks with other providers of training and human resource development;
- Receives and responds to client questions in a timely manner, within established guidelines;
- Provides English and Dari classes when/if required.
- Performs any other duties, as required.

**Competencies:**

**Judgment/Decision-making:** good judgment and initiative, imagination and resourcefulness, energy and tact, ability to ensure an effective work structure to maximize productivity and achieve Unit's goals.

**Professionalism:** ability to conduct independent research and analysis, Identify issues and recommend solutions, proven analytical skills.

**Planning and organizing:** ability to establish priorities and to plan, coordinate and monitor one work plan and those under his or her supervision.

**Communication:** Excellent drafting ability and communication skills, both oral and written, ability to defend and explain difficult issues to staff and senior officials.

**Technological Awareness:** proficiency in computer applications relevant to the field of specialization. Familiarity with Internet applications; proficiency in the use of the MS Office programmes.

**Teamwork:** proven interpersonal skills; ability to maintain effective working relations in a multi-cultural, multi-ethnic environment.

**Client Orientation:** ability to identify clients' needs and suggest appropriate solutions, ability to establish and maintain productive partnerships with clients.

**Commitment to Continuous Learning:** willingness to keep abreast of new developments in the relevant technical field.

**Qualifications:**

**Education:** High School Diploma and further training in education.

**Experience:** At least four (4) years experience in the field of training, administration, human resources management or related areas such as programme planning and design, delivery and assessment of training courses.

**Language:** Fluency in spoken and written English as well as 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 Office**

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

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