

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 206/06/2009

(Re-advertisement)

Title:	Administrative Assistant
Number of posts:	One (1)
Type of contract:	Appointment for Limited Duration (ALD)
Grade:	GSL - 4
Category:	General Service (Local)
Duration:	First three months (probationary period – renewable)
Duty station:	Kabul
Unit/Section:	Rule of Law Unit
Issuing date:	15 June 2009
Closing date:	29 June 2009

Under the overall supervision of the Senior Rule of Law Officer the Administrative Assistant shall carry out the following duties and responsibilities:

Duties:

Preparing minutes, schedule of meetings, contact lists of Justice national and international institutions/agencies and NGOs.

Liaise with officials of the Supreme Court, Ministry of Justice, Attorney General's Office, Bar Associations and other NGO's working on justice reform projects in Afghanistan.

Collect Afghan legal texts as appropriate and providing occasional translation and interpretation technical legal and judicial issues.

Coordinating donor activity matrices and update of the matrices time to time.

Be the operational focal point for the support operations of RoL Unit activities and its working groups.

Assist in the recruitment of international and national staff including the preparation of evaluation reports in the recruitment of international and national staff.

Maintain files of rules, regulations, administrative instructions and other related documentation.

Arranging official gazettes, afghan laws, international legal instruments in the Rule of Law library

Maintain up-to-date work unit files (both paper and electronic);

Providing timely and accurate translation of incoming and outgoing correspondence from and to Afghan state administration, organizations of civil society, media, University and personalities.

Providing timely accurate technical legal translation of legal texts and publications, legal opinions prepared by the Rule of Law Unit.

Be the operational focal point for the support operations of RoL Unit activities and its working groups. Prepare matrices of the justice reform projects and activities of the members of the Board of Donors and members of the above-mentioned working groups.

Provide accurate interpretation from and to English and taking notes at meetings, conference, briefing and presentations.

Accompany the Senior Rule of Law Advisor and Rule of Law Officer to meetings, conferences, field missions and other events relevant to the work of the Rule of Law Unit.

Collection of laws and other legal texts from external partners both governmental and non-governmental

Updating the Rule of Law Unit data-base and folder in the shared drive.

Administrative processing of staff leaves requests.

Liaising with administration for issuance and or renewal of Visas.

Drafting routine and special correspondence.

Drafting reports from oral instructions and meetings.

Preparing MOPs and distributing for approval and signature as appropriate as well as informing and following up with MOVCOM.

Filing and searching documents, office files and records.

Preparation and compilation of background documentation for meetings and conferences as well as making the necessary arrangements for conference-room booking and visitor's refreshments.

Placing, receiving and forwarding telephone calls or written messages on behalf of Rule of Law staff as appropriate.

Keeping update list of contacts of partners from UNAMA and outside UNAMA, including Afghan institutions and other UN agencies and NGOs.

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; Preference will be given to Law students, supplemental courses/training in research methodologies, statistical methods and procedures.

Experience: A minimum of 4 years of relevant experience.

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

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
- & a Copy of NID - Tazkira

Note: You are requested not to attach any other extra documents like experience certificates etc.



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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

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

unamava_substantive@un.org

Note: Only those applications will be reviewed that clearly indicate the **vacancy announcement number** and the **post title** in the email subject line (if the application is being sent via email) or on the envelope if it is being sent in hard copies.