



United Nations Assistance Mission in Afghanistan (UNAMA)

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	21/04/2023
Post Title	Administrative Assistant
Level	GL-5 (Fixed-Term Appointment)
Organizational Unit	Office of the Special Representative of the Secretary-General
Location	Kabul HQ
Number of posts	01
Issuing Date	03/04/2023
Closing Date	17/04/2023
Duration	One (1) year

Qualified female candidates are highly encouraged to apply

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

DUTIES AND RESPONSIBILITIES

Within delegated authority, the Administrative Assistant will be responsible for the following duties:

Human Resources Management:

Performs various actions related to the administration of the Office of the Special Representative of the Secretary-General human resource activities, e.g. recruitment, placement, promotion, relocation, job classification reviews, separation of staff members, training etc., consistently applying UN rules, regulations, policies and procedures. Liaises with central administration/executive services as required; maintains vacancy announcement files and updates track vacancy announcements; prepares personnel actions through the UN's current electronic tools, e.g. Umoja and Inspira; advises staff on visa matters; provides advice and answers general queries on classification procedures and processes; provides information and advice to staff/consultants with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations; monitors assigned staffing tables for a variety of human resource activities, e.g. appointments, retirement, expiration of appointments, reassignments, transfer and movement of staff.

Protocol:

Provides protocol support in organising meetings for major events, liaising with officials and delegation representatives, briefing on accreditation and access issues; as well as arranging and coordinating special needs and requests of visiting dignitaries; Assists in liaising with specialized agencies and inter-governmental organizations including providing information on accreditation procedures and access and information on Host Country requirements; Liaises with the Mission Support pillar to ensure the necessary logistical and administrative support is provided for all above-mentioned events; Supports the operation of accreditation centres away from Mission HQ in support of Summits and Conferences; Updates the relevant host country offices on protocol norms and procedures; Participates and contributes to briefings about protocol matters and local customs to newly arrived Protocol personnel; Reviews and maintains the Mission's Protocol and VIP lists; Undertakes any additional assignments requested by the Protocol Officer.

Budget and Finance:

Provides assistance in the preparation and development of the office's work programme and budget; Assists in monitoring the budget/work programme with respect to various budgets, and other funds on a regular basis, and records reallocations of resources and implements the reallocations as necessary; Collects data from relevant databases and assists in preparation of financial reports; Provides assistance in the review, and preparation of the office plan and its revisions; Reviews and assists in the finalization of cost estimates and budget proposals, in terms of non-staff requirements for the Office of the Special Representative of the Secretary-General, including programmatic aspects; May assist managers in the elaboration of resource requirements for budget submissions; Monitors budget implementation/expenditures and records reallocation of funds as necessary; Reviews requisitions for goods and services to confirm (a) that correct objects code of expenditure have been charged, and (b) availability of funds; Monitors extra-budgetary resources, in line with agreements and cost plans with special attention given to regulations and rules and established policies and procedures; Assists in the preparation of budget performance submissions; Assists in finalization of budget performance reports with attention given to variances between approved budgets and actual expenditures.

General Administration:

Identifies and reports issues/problems as they arise, and recommends appropriate actions; coordinates regularly with other work units and liaises as needed with internal team members; performs other administrative duties, as required (e.g. travel, reviews physical space plans and assists in the identification of office technology needs, maintenance of equipment, software and systems, organizes and coordinates seminars, conferences and translations, monitors and manages office supply requirements).

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent is required. Technical training in Finance, Budget, Human Resources Management or Administration is highly desirable. A first level university degree in law, political science, international relations, social sciences or humanities is desirable.

Work Experience: With high school diploma - a minimum of five (5) years or with a relevant bachelor degree, a minimum of three (3) years of relevant experience in administration, protocol, human resources or related area is required. Solid computer skills, including proficiency in word processing and spreadsheets is required. Specific knowledge of United Nations administrative electronic tools, such as Umoja or ERP is desirable. Must be familiar with function-related provisions of United Nations Rules, Regulations, Manuals and Policies. Experience working at a United Nations field mission or United Nations Agencies in this capacity 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.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

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.

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_substantive@un.org

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#21/04/2023** 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#21/04/2023**. 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.