

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT NUMBER # 256/07/2009

Title:	Information Technology Assistant
Number of posts:	One
Type of Contract:	Fixed Term Appointment
Category:	General Services (Local)
Grade:	GSL-4
Duty station:	Ghor
Issuing date:	14 July 2009
Closing date:	29 July 2009

Under the direct supervision of Regional IT Officer and overall supervision of Regional Administrative Officer the encumbered will perform the following duties:

Duties:-

- Provide first line Information and Communications Technology (ICT) support to all IT users;
- Provide technical support for specialized systems and databases;
- Liaise with CITS on ICT operations, projects, and IT security matters.
- 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;
- Update IT manuals, briefing notes, guidelines and circulars;
- Perform other duties as required.

Competencies:

Professionalism – Excellent knowledge of PC-based applications; excellent understanding of computer hardware and software;

Planning and Organizing – Ability to identify priority activities and assignments, adjust the priorities as required; **Accountability** – Operate in compliance with organizations rules and regulations;

Creativity: Ability to actively seek to improve services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.;

Communication – Ability to write in a clear and concise manner and to communicate effectively orally;

Teamwork – Ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications:

Education: High school diploma; coursework and/or formal training in Information Technology and computer systems highly desirable.

Experience: Minimum three (4) years of progressively responsible experience in the field of IT with a reputable organization.

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

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 Herat Regional Office

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

unamava_support@un.org