

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

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**VACANCY ANNOUNCEMENT NUMBER # 253/07/2009**

|                   |                             |
|-------------------|-----------------------------|
| Title:            | <b>IT / Admin Assistant</b> |
| Number of posts:  | One                         |
| Type of contract: | Fixed Term Appointment      |
| Category:         | General Service (Local)     |
| Grade:            | <u>GSL-4</u>                |
| Duty stations:    | <b>Shiberghan (Jawzjan)</b> |
| Issuing date:     | 14 July 2009                |
| Closing date:     | 29 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 experience in the field of finance, accounting, human resources, administrative services, or other related fields. Relevant experience within the UN system would be an asset

**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 Mazar Regional Office**

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

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