

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN

UNAMA

Tel: +1-212-963-2668

Fax: +1-212-963-2669

VACANCY ANNOUNCEMENT # 117/03/2009

Post Title:	Filing Clerk
Number of Post(s):	One
Type of Contract:	Appointment for Limited Duration (ALD)
Duration:	Temporary
Category:	General Services (Local)
Grade:	GSL-3
Duty Station:	Kabul
Unit/Section:	Personnel Section
Issuing Date:	22 March 2009
Closing Date:	05 April 2009

Under the general supervision of Chief Civilian Personnel Officer and direct supervision of the Head National Staff Unit the Filing Clerk will perform the following duties and responsibilities:

Duties & Responsibilities:

- Receives documents from Personnel Section staff and places them in staff members' personnel files, subject files and/or Time and Attendance files as may be applicable.
- Assists in providing requested files and records to Personnel staff and ensure the same is registered in the file 'log-out/in' sheet.
- Ensures proper and orderly filing of all personnel documents, attendance records and other documents in various files as applicable.
- Maintains new/old files for active and inactive staff. Also, maintains a list of files kept in the Records unit.
- Archives by using TRIM, personnel documents of national staff.
- Ensure proper distribution of copies of Personnel Action forms to all stake holders.
- Send the letter of appointments to national staff members for their signatures and etc.
- Perform other duties that may be assigned

Competencies:

Planning & Organizing: Strong analytical skills, and ability to plan and organize work and excellent understanding of section's goals and objectives. Effective organizational skills and ability to handle a large volume of work and conflicting priorities in an efficient and timely manner.

Technology Awareness: Working knowledge of various computer programs. Actively seeks to apply technology to appropriate tasks and willingness to learn new technology.

Commitment to continuous learning: Initiative and willingness to learn new skill.

Communication: Strong communication (spoken and written) skills, including ability to draft/compile a variety of written communications in a clear, concise style.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications & Experience:

Education: High school diploma; post-secondary training in human resources management, office management or records management is desirable.

Experience: Minimum three (3) years progressively responsible experience relevant to the function.

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

Other Skills: Solid computer knowledge (Microsoft Word, Excel, etc.)

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

Note: We request that you kindly review the VA carefully to check that you are meeting the minimum requirement for the post, and then apply and You are requested not to attach any other extra documents like experience certificates etc. Only those applications will be reviewed that clearly indicate the vacancy announcement number and the preferred duty station 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)

If you are sending your applications in Hard Copies, Please address them to:

**Personnel Section, National Staff Unit, United Nations Operations Center in Afghanistan
(UNOCA), Jalalabad Road, Kabul, Afghanistan,
OR**

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

unamava_support@un.org