

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 116/03/2009

Title:	Personnel Assistant
Number of Posts	Two
Type of contract:	Appointment for Limited Duration (ALD)
Level:	GS-4
Duration of Contract	Temporary
Duty station:	Kabul
Unit/Section:	Personnel
Issuing date:	22 March 2009
Closing date:	05 April 2009

Under the overall direction of the Chief Civilian Personnel Officer and immediate guidance and supervision of the International Human Resources Assistant, the incumbent will perform the following functions:

Duties and Responsibilities:

- Analyses incoming correspondence, initiates actions (drafts memoranda or letters)
- Prepares correspondence and forms concerning staff appointments and separations;
- Provides advice to staff regarding terms of appointment, including explanation of relevant entitlements;
- Conducts induction briefing to newly recruited staff member and ensures that all personnel related forms are completed for records.
- Verifies information and certifies all supporting documents submitted by the staff members to establish dependency benefits.
- Prepares recommendation requests to supervisors regarding extension of contracts and completion of performance evaluation reports for staff.
- Processes personnel actions (PAs) and letters of appointment on the Field Personnel Management System (FPMS) in connection with initial appointments, extensions, and pension fund participation, enrolment to MIP, entitlement to family allowance, separations, special leave without pay (SLWOP), and special leave without pay for maternity purposes etc.
- Answers queries from staff regarding staff rules and regulations, personnel-related information circulars and administrative instructions;
- Updates FPMS with staff information and initiates Personnel Actions on a regular basis;
- Reviews and processes dependency allowance (or family allowance) requests, ensuring all required documentation is submitted by staff members;
- Initiates requests to Chiefs of Sections concerning contractual status of staff members (i.e. review of fixed-term (or ALD) appointments,
- Perform other duties as assigned.

Competencies

Professionalism – A basic knowledge of the Organization's HR policies, procedures and practices. Demonstrated use of initiative and ability to make appropriate linkage in work requirements and anticipate next steps. **Client orientation:** ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnership with clients. **Planning and organizing:** effective organizational skills and ability to handle a large volume of work in an efficient and timely manner. **Commitment to continuous learning:** initiative and willingness to learn new skills. **Technological awareness:** proficiency in various office applications. **Teamwork:** good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. **Communications:** ability to write in a clear and concise manner and communicate effectively orally.

Qualifications and Work Experience:

Education: High school diploma or equivalent. Coursework and/or training in human resources management highly desirable.

Experience: Minimum of four (4) years of progressively responsible experience in human resources management or administration preferably within the UN system, or any international organization.

Language: Fluency in written and spoken English, Dari and Pashto is essential

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**