

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

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**VACANCY ANNOUNCEMENT NUMBER # 143/04/2009**

Title: **Information Technology Assistant**  
Number of posts: One  
Type of Contract: Appointment for Limited Duration (ALD)  
Duration: First three months (probationary period – renewable)  
Category: General Services (Local)  
Grade: **GSL- 4**  
Duty station: **Kunar**  
Issuing date: 12 April 2009  
Closing date: 26 April 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

**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 in the subject of the email or on the envelope.

**Preference will be given to equally qualified female candidates.**

**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 Jalalabad 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)**