

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 277/07/2009

Title:	Personnel Assistant (Recruitment)
Type of contract:	Fixed Term (FT) Appointment
Category:	General Service Level
Level:	GS-5
Duty station:	Kabul
Unit/Section:	National Staff Unit/Civilian Personnel
Issuing date:	30 July 2009
Closing date:	16 August 2009

Under the over all direction of the Chief Civilian Personnel Officer and immediate guidance and supervision of the Head of National Staff Unit, the Personnel Assistant will perform the following duties and responsibilities:

- Assists the Head of the Unit for recruitment of national staff in the mission.
- Coordinates with the Post Management Unit (within the Section) to identify the vacant posts and processes recruitment requests accordingly.
- Provides the generic Job Description (JDs) to requesting offices for review and finalization of the vacancy announcements.
- Posts the approved Vacancy Announcement on Lotus Notes and forwards to other Agencies for wider distribution
- Collects the applications from the candidates and compiles the electronic CVs/P.11 as applicable upon closing of the Vacancy Announcement.
- Assists in reviewing the applications and prepares the initial shortlist of potential candidates for the post for on forwarding to the requesting office(s).
- Assists in making arrangements for conducting the written test and interview sessions with the short-listed candidates as requested by the requesting offices. Contacts the short-listed candidates and prepares necessary documentation for the interview panel.
- Assists in reviewing and finalizing the summary selection report submitted by the Interview panel and submits the recommendation to the Head of the Unit for further action.
- Processes letter of offer appointment to the selected candidates for the post and letter of regret to those not recommended, upon approval by the Head of the Unit.
- Assists in providing information to the requesting offices on staff recruitment procedure and other related issues as and when required.
- Updates the recruitment matrix on weekly basis.
- Performs other duties that may be assigned.

Competencies

Professionalism – Demonstrated knowledge of UN Staff Rules and Regulations, human resources policies, issues, procedures and practices; good knowledge of HR policies and practices in a large organization. Initiative and ability to make appropriate linkages in work requirements and anticipate next steps; **Planning & Organizing** – Strong analytical skills, and

ability to plan and organize work and excellent understanding of department'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; **Client orientation** – ability to identify client's needs and come up with appropriate solutions; ability to establish and maintain productive partnerships with clients; **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 skills; **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 and Work Experience:

Education: High school certificate; post-secondary training in human resources management, business management or office management highly desirable
Experience: Minimum of six (6) years of progressively relevant experience in Human Resources within a large organization, (preferably in the UN),
Language: Fluency in written and spoken English, Dari and Pashto is essential
Other Skills: Experience in FPMS and IMIS an asset. Excellent drafting ability a must. Interpersonal skills and service-mindedness essential.

Preference will be given to equally qualified women candidates.

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

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

unamava_support@un.org