

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

Tel: +1-212-963-2668  
Fax: +1-212-963-2669

**VACANCY ANNOUNCEMENT NUMBER # 278/08/2009**

|                   |                                 |
|-------------------|---------------------------------|
| Title:            | <b>Administrative Assistant</b> |
| Number of posts:  | One                             |
| Type of contract: | Fixed Term Appointment          |
| Category:         | General Service (Local)         |
| Grade:            | GSL-4                           |
| Duty station:     | <b>Staff Welfare</b>            |
| Section/Unit      | Administration                  |
| Issuing date:     | 11 August 2009                  |
| Closing date:     | 24 August 2009                  |

Under the supervision of the Counselor and Welfare Officer, and in coordination with staff union, the incumbent's responsibilities are:

- As part of the induction process, provides newly arrived staff introduction to the local culture, and information on welfare/recreational activities available in the mission area, e.g. gym/sport facilities, supermarkets, etc;
- Organizes welfare outings within the mission area, facilitates staff participation in such outings, organizing, inter-agency activities, sporting events etc;
- Travels to the regions on a regular basis in order to support and organize social activities.
- Acts as a non-clinical counseling resource to any staff member within mission area requiring
- Support and assistance in resolving any personal and/ or work related issues.
- Helps the staff with suitable accommodation, maintains database of available housing properties;
- Establishes information resource centre; arranges book/ magazine/CD/video loans; provides pamphlets, leaflets, etc. on related welfare activities, e.g. on short tours and holidays in and near mission area etc;
- Produces weekly and monthly calendar of social events in consultation with other UN agencies in mission;
- Identifies available facilities within the mission area to encourage staff members in healthy use of discretionary time;
- Performs any other duties as may be required.

**Core Competencies:**

**Professionalism:** Strong related background in working experience in a multicultural environment, especially in initiating and encouraging participation in welfare/social activities;

**Planning & Organizing:** Ability to manage and plan own work and meet deadlines;

**Leadership:** Strong negotiating skills and ability to handle multiple concurrent projects/activities;

**Technology Awareness:** Good computer skills and Microsoft software applications;  
**Communication:** Highly developed communication skills (spoken, written);  
**Team work:** Excellent interpersonal skills and ability to establish and maintain effective working relations, with sensitivity and respect for diversity.

**Qualifications & Experience:**

**Education:** High School diploma or equivalent; post-secondary training in human rights or social studies or equivalent experience in a national or international agency.

**Working Experience:** A minimum of 4 years progressively responsible relevant experience

**Languages:** Fluency in written and spoken English, Dari or Pashto

**Other requirements:** Experience in analysis of political, security and media issues would be an asset ability to informally translate/interpret from English to Dari and or Pashto and vice versa as asset; drafting skills are also sought.

**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
- Copy of NID - Tazkira

**Preference will be given to equally qualify 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,**

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

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