

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

Tel: +1-212-963-2668

Fax: +1-212-963-2669

VACANCY ANNOUNCEMENT NUMBER # 289/08/2009

Title:	Information Technology Assistant
Number of posts:	One
Type of Contract:	Fixed Term Appointment
Category:	General Services (Local)
Grade:	GSL-4
Duty station:	Panjshir
Issuing date:	11 August 2009
Closing date:	30 August 2009

Under the direct supervision of Regional IT Officer and overall supervision of Regional Administrative Officer the incumbent 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
- & a 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,**

OR

**UNAMA – Central Regional Office, House # 25-27 (Opp. Netherlands Embassy),
Street Masjid Anzala, Klola Pushta /Shar-e- Now, Kabul, Afghanistan**

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

unamava_support@un.org OR UNAMA-CRO@un.org