

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA  
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**VACANCY ANNOUNCEMENT # 236/07/2009**

Post Title:	<b>Administrative Assistant</b>
Number of Post(s):	<b>One (1)</b>
Type of Contract:	Fixed Term
Duration:	One year
Category:	General Services (Local)
Grade:	<b>GSL-4</b>
Duty Station:	Kabul – with travels to the regions
Unit/Section:	Resident Audit Office of UNAMA, which is part of the Internal Audit Division of the Office of Internal Oversight Services for the United Nations
Issuing Date:	<b>2 July 2009</b>
Closing Date:	<b>16 July 2009</b>

Under the supervision of the Chief Resident Auditor, the incumbent will have the following duties and responsibilities:

**Administrative duties:**

Assists in the overall administration of the section, i.e. provide administrative support in managing of the sections administrative function, provide limited IT support, managing stationeries and other office equipments in Resident Audit Unit;  
Maintains the office files (both paper and electronic) in a proper indexing system  
Logs incoming and outgoing correspondence and ensures mail is distributed in a timely manner;  
Drafts and types faxes and other correspondence as assigned by the Chief Resident Auditor and the Audit Staff;  
Prepares and dispatches documents by mail, fax, digital sender and pouch;  
Maintains monthly attendance record, leave requests and other personnel related matters for the Resident Audit Unit staff  
Prepares, process and follow-up on administrative arrangements and forms related to the official travel of staff;  
Translates local language to English and vice versa when required;  
Performs other administrative tasks as required.

**Audit support:**

Provides support in selected audit assignments;  
Arranges meetings with concerned sections of UNAMA during the course of audit assignments and takes minutes of the meetings;  
Prepares correspondences with established audit procedures and rules.

## **Competencies:**

### **Corporate Competencies:**

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNAMA;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

### **Functional Competencies:**

**Technology Awareness** - Working knowledge of various computer programs and relevant software applications, actively seeks to apply technology to appropriate tasks and willingness to learn new technology.

**Teamwork** – Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Planning and Organizing** – Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan.

**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.

**Commitment to continuous learning** – Initiative and willingness to learn new skills.

**Communication** – Proven and sustained communication (verbal and written) skills.

### **Qualifications:**

**Education:** High School Diploma. Priority will be given to candidates with college level background.

**Experience:** Minimum **four (4)** years of progressively responsible experience relevant to the function. Priority will be given to candidates with experience in administration of Audit Office.

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

**Other Skills:** Solid computer knowledge (Microsoft Word, Excel, etc.).

### **Application Submission Guidelines:**

**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

**Note:** Kindly do not attach any extra documents other than requested above.

**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,**

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

**[unamava\\_substantive@un.org](mailto:unamava_substantive@un.org)**