

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 162/05/2009

Post Title:	Administrative Clerk/Driver
Number of Post(s):	One
Type of Contract:	Appointment for Limited Duration (ALD)
Duration:	First three months (probationary period – renewable)
Category:	General Services (Local)
Grade:	GSL-3
Duty Station:	Central Regional Office
Unit/Section:	UNAMA Kabul
Issuing Date:	20 May 2009
Closing Date:	03 June 2009

Under the direct supervision of the UNAMA Head of Office & Regional Administration Officer in UNAMA Central Regional Office, Kabul, the incumbent will be responsible for the following:

Duties:

- Assists with documentations of Road Missions/Air Missions requirements under the supervision of the NPO;
- Deliver & Collect official mails.
- Performs office duties (photocopying, scanning, archiving of articles);
- Supports Administrative Assistant with receiving/answering calls and conveys messages to the concerned parties;
- Assists Administrative Assistant with the arrangement of meetings.
- Assists Administrative Assistant for records of inventory items, supply & Installation of office consumables.
- Acts as Administrative Assistant during times of Admin Assistant's leave;
- Filing and archiving of records;
- Performs driving duties for executions of the above tasks.
- Performs other administration related duties (i.e. financial functions, procurement tasks, etc.) as and when required/assigned;
- Performs other duties as required.

Competencies:

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 office needs, and promote and persuade others to consider new ideas. **Communication** – Proven and sustained communication (verbal and written) skills. **Teamwork** – Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications:

Education: High School Diploma, coursework and/or formal training relevant to the post highly desirable.

Experience: Minimum three (3) years of progressively responsible experience relevant to the function.

Language: Fluency in written and spoken English, Dari and Pashto.

Other Skills: Should be in possession of a valid driver's permit issued by the national authorities. Good communication and inter-personal skills. Solid computer skills (MS Word and Excel).

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 number and the Job Title in the email subject line; if the application is being sent via email or on the envelope; if it is being sent in hard copies.

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

Admin Section, UNAMA Central Regional Office, Jami Wat, Shar-e-Naw , 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