

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 184/06/2009

Title:	Administrative Assistant
Number of posts:	One Post
Type of contract:	Appointment for Limited Duration (ALD)
Grade:	GSL-4
Category:	General Service (Local)
Duration:	First three months (probationary period – renewable)
Duty station:	Kandahar
Unit/Section:	Administration
Issuing date:	04 June 2009
Closing date:	18 June 2009

Under the overall supervision of the Regional Administrative Officer the Administrative Assistant shall carry out the following duties and responsibilities:

Duties:

- Provide day-to-day back up support to the Regional Administrative Officer in all areas of work such as; Initiate, process, monitor/review and follows up actions related to the administration, logistics and human resources activities of the unit.
- Assist the staff in completing Personnel induction forms and submitting to Personnel Section at Kabul HQ.
- Occasionally participate in interview selection panel.
- Provide advice guidance to the staff with respect to administrative procedure liaising with central administrative services as necessary.
- Prepare and dispatch documents to mail, fax digital sender and pouch, and provide photocopying assistance to the unit.
- Prepare road mission requests; arrange for security clearance for staff and visitors traveling to Kabul or the regions.
- Receive, assess and refer telephone and personal enquiries in English, Dari and Pashto to the appropriate staff for reply and respond to general enquiries.
- Organize events, issue of invitation cards to Diplomatic community, UN Agencies, Government Officials and other National and International NGOs.
- Create and maintain administrative files and official records.
- Maintain stationary and other basic supplies for the regional office
- Establish and maintain records of incoming and outgoing correspondence.
- Provide translation in English from Dari and Pashto as and when required.
- Provide administrative and logistical support to officers in the office of the DSRSG (Political).
- Provide support to the Head of the Unit and other staff members in arranging meetings prepare materials for meetings, distribution of notice of meetings, agenda and other background materials for meetings and other related events.
- Receive and inspect fuel invoices of vehicles and powering generators of Mazar-I-Sharif and Maimana offices as well as prepare memo from RAO's signature to CFO.
- Focal point for Vanbrida for all staff in the north.

- Maintain Up-to-date files for passport and visa information for all UNAMA Mazar-I-Sharif and Maimana staff as well as manual files for all visa requests.
- Liaison with diplomatic outposts located in the region in order to obtain necessary travel documents.
- Regularly visit the consulates in the region for obtaining visa for national and international staff of UNAMA north as well as to update the contact list with consulates.
- Prepare MOPs and travel requests for all UNAMA north national and international staff.
- Prepare DSA/F10 claims of all UNAMA north international and national staff and submit them to HQ Finance.
- Assists in arranging accommodation for International and National staff visiting the region.
- Perform any other task as requested by the supervisor.

Competencies:

Professionalism – Ability to research, select, organize and summarize data and information required for the preparation of reports and statistics; demonstrated ability to apply good judgment in the context of assignments given. **Planning and Organizing** – Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner. **Commitment to continuous learning** – Initiative and willingness to keep abreast of new developments in the accounting and budget area. **Technological Awareness** – Proficiency in various MS Office applications (Excel, Word,) and other IT applications. **Teamwork** – Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with budget/finance, human resource counterparts, and client departments. **Communication** – Ability to write in a clear and concise manner and to communicate effectively orally.

Qualifications and Work Experience:

Education: High school diploma; supplemental courses/training in research methodologies, statistical methods and procedures, project management an asset.

Experience: A minimum of 4 years of progressively responsible experience in the field of finance, accounting, human resources, administrative services, or other related fields.

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 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. 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, National Staff Unit, United Nations Operations Center in Afghanistan (UNOCA),
Jalalabad Road, Kabul, Afghanistan,
OR**

UNAMA Kandahar Regional Office

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

unamava_support@un.org