

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN

UNAMA

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VACANCY ANNOUNCEMENT NUMBER # 196/06/2009

Title:	Senior Information Technology Assistant
Number of posts:	One
Type of Contract:	Appointment for Limited Duration (ALD)
Duration:	First three months (probationary period – renewable)
Category:	General Services (Local)
Grade:	GSL-5
Duty station:	Kabul
Issuing date:	04 June 2009
Closing date:	18 June 2009

Under the direct supervision of Manager of Information Technology Unit (ITU), and overall supervision of Chief Communications and Information Technology Section (CITS), the encumbered will perform the following duties:

Duties:

- Provide first line Information and Communications Technology (ICT) service support to UNAMA users in UNOCA, Comp. B Comp. C locations in Kabul as well as in UNAMA regional offices as requested;
- Provide technical support for specialized application systems and databases;
- Maintain and ensure servers, network equipment, telecommunications and telephony systems in good operational states and functional order;
- Install, setup, configure on-site hardware and software components as instructed;
- Carry out scheduled maintenance, checks and repairs to ICT equipment as needed;
- Liaise with other CITS staff on ICT infra-structure operations, administration, projects, and IT security matters as needed;
- Liaise with the CITS Assets Management unit (AMU) staff regarding the update of the inventory, provision and return of ICT equipment and the disposal of obsolete equipment;
- Participate in research, evaluation, assessment and testing of new technologies;
- Update ICT manuals, briefing notes, guidelines and circulars as needed; provide brief on-job training to new staff members on the use of ICT facilities;
- Provide supervision, guidance and assistance to the subordinate(s);
- 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 of six (6) 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 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, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road, Kabul,
Afghanistan,
OR
Email to: unamava_support@un.org**