



United Nations Assistance Mission for Afghanistan (UNAMA)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	47/10/2018
Post Title	Administrative Assistant
Level	GL-4 (Fixed-Term)
Organizational Unit	Security Section
Location	Kabul HQ
Number of posts	1
Issuing Date	24/10/2018
Closing Date	07/11/2018

Important note: UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. **CVs or Resumes will not be considered nor will late submissions after closing date.**

QUALIFICATIONS AND EXPERIENCE

Under the general supervision of the Senior / Administrative Officer / Unit / Section or Service Chief, the incumbent will perform the following responsibilities.

Duties and Responsibilities:

- Provides administrative support across a range of human resources, budget/financial management, and administrative tasks of the Section/Unit (Guard Force). Effectively carries out front office tasks exercising client orientation. (Space provided to create another bullet point below).
- Enters, maintains and certifies administrative data and records for time and attendance, performance appraisal, etc.
- Maintains and reviews the organizational staffing table for the Section/Unit (Guard Force).
- Supports the Chief Guard Force Unit with the day to day administrative and operational management of the Unit /Section (Guard Force) by arranging coordination meetings with the Unit/Section stakeholders including local community leaders and host government security forces, translating and preparing meeting notes.
- Liaises with the Human Resources Office for matters related to recruitment of both national and international staff.
- Supports the Chief Guard Force Unit in all administrative and operational matters related to Private Security Guards (armed and unarmed).
- Assists and guides Local UNAMA staff in all personnel-related issues.
- Ensures that e-PASs are prepared and submitted on a timely basis.
- Assists the new arrivals with their check-in by supporting security briefing and guide them through the compounds.
- Monitors the process of TDY, transfer and loaning of positions.
- Ensures that staff receive their entitlements on timely bases.
- Ensures that files of the Section/Unit (Guard Force) are up to date and well organized. Both electronic and hard copies.
- Represents the entire Section/Unit (Guard Force) responding to clients' needs when the situation requires.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent is required.

Work Experience: A minimum of two (2) years of progressively responsible experience in the field in administrative services, finance, accounting, audit, contracting and human resources or related area.

Languages: Fluency in English in written and oral is required. Fluency of Dari/Pashtu in written and oral is required.

Special measure: The minimum work experience for GL-4 is reduced to 2 years, instead of the standard minimum requirement work experience of 3 years. The special measure approved by the Office of Human Resources Management (OHRM) is further extended until 31 May 2019 and reduces the minimum required years of relevant work experience for filling positions for UNAMA General Service and National Professional Officer positions. The special measure is applicable to all applicants.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows persistence when faced with difficult problems or challenges. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behaviour.

Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviours to avoid stereotypical responses; does not discriminate against any individual or group.

Communication: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

APPLICATIONS

- Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: unamava_support@un.org
- **Required documents: Serving UN staff members: The two most recent e-Performance Evaluation Reports must be submitted with the application.**
- **For External applicants: Two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.**
- **Applicants should indicate VA Number as **VA#47/10/2018** in the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.**

- Please note that any information provided on the P.11 form will be considered binding.
- **The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.**
- Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

Qualified female candidates are highly encouraged to apply

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.