



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

<b>Vacancy No.</b>	<b>31/05/2023</b>
<b>Post Title</b>	Administrative Assistant
<b>Level</b>	GL-4 (Temporary Appointment)
<b>Organizational Unit</b>	Political Affairs Service
<b>Location</b>	Kabul
<b>Number of posts</b>	01
<b>Issuing Date</b>	21/05/2023
<b>Closing Date</b>	28/05/2023
<b>Duration</b>	Until 31 December 2023 (extendable)

**Qualified female candidates are highly encouraged to apply**

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

**DUTIES AND RESPONSIBILITIES**

Within delegated authority, the Administrative Assistant will be responsible for the following duties:

**HUMAN RESOURCES MANAGEMENT**

- Enters, maintains and certifies administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems.
- Process entitlements-related claims and reports.
- Maintains and reviews organizational staffing tables.
- Follows-up on actions related to the administration of the unit's human resource activities, e.g., recruitment, placement, relocation, promotion, performance appraisal, job classification reviews, separation, training etc., ensuring consistency in the application of regulations and procedures.

**BUDGET AND FTNANCE**

- Monitors status of expenditures and allotments, records variations, updates budget tables.
- Consolidates data received and reviews expenditures and compares with approved budget.
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds.
- Assists in the preparation of statistical tables and standard financial reports.

**GENERAL ADMINISTRATION**

- Prepares, processes and follows-up administrative arrangements and forms related to the official travel of staff.
- Drafts routine correspondence.
- Maintains files of rules, regulations, administrative instructions and other related documentation.
- Maintains up-to-date work unit files (both paper and electronic).
- Performs other related administrative duties, as required, e.g., operational travel programme; monitoring accounts and payment to vendors and individual contractors for services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating administrative arrangements for seminars, conferences and translations.

- Assist in Facilities Management activities when requested, to include, inter alia, ensuring accommodations are available for visiting staff and overnight guests and ensuring office and accommodation standard assets are provided.

#### **CONTRACT Administration**

- Assists with administration of contracts between the UN and external contractors for outsourced services.
- Processes payment of contractors' invoices and monitor the payments.
- Prepares and processes UN forms and permissions for contractual work and services, including UN ground passes, property passes, UN parking permits, swipe-card access and door keys.
- Perform other duties as required by the supervisor.

#### **QUALIFICATIONS AND EXPERIENCE**

**Education:** High school diploma or equivalent is required, or a first level university degree in administration, finance, accounting, audit, human resources or related area is required.

**Work Experience:** With high school diploma - a minimum of three (3) years of progressively responsible experience in administrative services, finance, accounting, audit, contracting and human resources or related area is required. With relevant first level university degree (bachelor) - a minimum of one (1) year of progressively responsible experience in administrative services, finance, accounting, audit, contracting and human resources or related area is required.

**Languages:** English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Fluency in oral and written Pashto/Dari is required.

#### **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.

**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**

- UNAMA will only accept properly completed and signed Personal History Form (P.11) received by email before the closing date. CVs or Resumes will not be considered nor will late submissions after closing date. Any information provided on the P.11 form will be considered binding.

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and submit the duly completed signed P.11 by e-mail to: [unamava\\_support@un.org](mailto:unamava_support@un.org)

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#31/05/2023** into the email subject line when submitting the duly completed and signed P.11 Form and the required documents. Please do not add any other information in the subject line of your email except **VA#31/05/2023**. Please do not add any additional words or space in the VA Number. **Applications received without a VA Number will not be considered.**
- 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 four (4) to six (6) weeks from the deadline indicated on the VA.

**Required documents to be submitted along with the signed and completed UN P.11:**

- **Serving UN staff members:** In addition to the completed and signed P.11, scanned copies of two most recent e-Performance Evaluation Reports must be submitted with the application.
- **For External applicants:** In addition to the completed and signed P.11, scanned copies of 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.

**No fee:**

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). The United Nations does not concern itself with information in applicants bank account.

**Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother, or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.**

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.