



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

Vacancy No.	64/12/2018
Post Title	Information Management Assistant
Level	Individual Contractor (IC) at general service category for the period of nine (9) months from initial appointment
Organizational Unit	Field Technology Section
Location	Kabul HQ
Number of post	02
Issuing Date	20/12/2018
Closing Date	26/12/2018

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

The Terms of Reference and other relevant information are as follows:

Assignment details: Under the general supervision of the team leader and overall supervision of Chief, FTS the selected candidates will perform the following duties:

- Assists the implementation of the File Classification Scheme (FCS) in UNAMA offices, including: prepares of an inventory of records in UNAMA offices, and assists with application of the UN File Classification Scheme (FCS) in selected offices.
- Assists with identification of vital records with in sections, preparation of a relevant list including information on the location of records, accessioning procedure in case of an emergency and remote storage methods and locations,
- Works closely with Records Management (RM) Focal Points on the inventory of records, application of FCS and Peace Keeping Operation and Retention schedule (PORS) to ensure they can correctly apply knowledge and RM standards in work situations.
- Assists the implementation of electronic records management system using United Docs by ensuring that electronic records are accurately captured and managed in the system during the roll out of File Plan in the respective sections;
- Assists the Records Management Focal Points with use of Electronic Record Management System Software (United Docs) and helps with scanning and appropriate classification of records and creation of folders.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent.

Work Experience: A minimum two (2) years of relevant working experience in implementation of Electronic Records and Archives Management Systems.

Languages: Fluency in written and oral English and Dari or Pashtu 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.

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 behavior.

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 behaviors to avoid stereotypical responses; does not discriminate against any individual or group.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

Creativity: Actively seeks to improve programmes or services. Offers new and different options to solve problems or meet client needs. Promotes and persuades others to consider new ideas. Takes calculated risks on new and unusual ideas; thinks "outside the box". Takes an interest in new ideas and new ways of doing things. Is not bound by current thinking or traditional approaches.

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#64/12/2018** 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.