

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT NUMBER # 278/08/2009

Title:	Administrative Assistant
Number of posts:	One
Type of contract:	Fixed Term Appointment
Category:	General Service (Local)
Grade:	GSL-4
Duty station:	Staff Welfare
Section/Unit	Administration
Issuing date:	11 August 2009
Closing date:	24 August 2009

Under the supervision of the Counselor and Welfare Officer, and in coordination with staff union, the incumbent's responsibilities are:

- As part of the induction process, provides newly arrived staff introduction to the local culture, and information on welfare/recreational activities available in the mission area, e.g. gym/sport facilities, supermarkets, etc;
- Organizes welfare outings within the mission area, facilitates staff participation in such outings, organizing, inter-agency activities, sporting events etc;
- Travels to the regions on a regular basis in order to support and organize social activities.
- Acts as a non-clinical counseling resource to any staff member within mission area requiring
- Support and assistance in resolving any personal and/ or work related issues.
- Helps the staff with suitable accommodation, maintains database of available housing properties;
- Establishes information resource centre; arranges book/ magazine/CD/video loans; provides pamphlets, leaflets, etc. on related welfare activities, e.g. on short tours and holidays in and near mission area etc;
- Produces weekly and monthly calendar of social events in consultation with other UN agencies in mission;
- Identifies available facilities within the mission area to encourage staff members in healthy use of discretionary time;
- Performs any other duties as may be required.

Core Competencies:

Professionalism: Strong related background in working experience in a multicultural environment, especially in initiating and encouraging participation in welfare/social activities;

Planning & Organizing: Ability to manage and plan own work and meet deadlines;

Leadership: Strong negotiating skills and ability to handle multiple concurrent projects/activities;

Technology Awareness: Good computer skills and Microsoft software applications;
Communication: Highly developed communication skills (spoken, written);
Team work: Excellent interpersonal skills and ability to establish and maintain effective working relations, with sensitivity and respect for diversity.

Qualifications & Experience:

Education: High School diploma or equivalent; post-secondary training in human rights or social studies or equivalent experience in a national or international agency.

Working Experience: A minimum of 4 years progressively responsible relevant experience

Languages: Fluency in written and spoken English, Dari or Pashto

Other requirements: Experience in analysis of political, security and media issues would be an asset ability to informally translate/interpret from English to Dari and or Pashto and vice versa as asset; drafting skills are also sought.

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
- Copy of NID - Tazkira

Preference will be given to equally qualify female candidates.

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,**

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

unamava_support@un.org