

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT NUMBER # 174/05/2009

Title:	Radio Operator
Number of the post:	One
Type of contract:	Appointment of Limited Duration (ALD)
Category:	General Service (Local)
Grade:	GSL-3
Duty station:	Ghor
Issuing date:	20 May 2009
Closing date:	03 June 2009

Under the overall supervision of the Regional Administrative Officer and the direct supervision of the National IT Officer the incumbent shall fulfill the following duties and responsibilities.

Duties and responsibilities:

- Operates radio networks, telex/fax machines, receives and dispatches messages etc.
- Ensures that all communication equipment are in working condition.
- Performs repairs of radios and related communications equipment, when appropriate; Transmits/receives clear and confidential messages through various facsimile machines;
- Processes and maintains up to date records and logs of all incoming/outgoing traffic, facilitating distribution through hard/soft copies.
- Monitors the VHF communications networks of region including executing plans in times of need/crisis/emergency, as applicable.
- Monitors the HF system for incoming/outgoing voice/data messages form vehicles and other networks covered by the mission and relay information appropriately.
- Monitors mobile vehicle traffic whilst logging in the location and situation of the personnel aboard (convoy tracking);
- Perform any other duties as assigned.

Competencies:

Planning and Organizing: Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan.

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: Proven and sustained communication (verbal and written) skills.

Teamwork: Ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.

Qualifications & Experience:

Education: Completion of secondary education; specialized training in installation, maintenance and repair of communications equipment.

Experience: A minimum of three (3) years of experience in similar position.

Language: Fluency in English, Dari and Pashto.

Preference will be given to equally qualified women candidates.

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. You are also requested not to attach any other extra documents like experience certificates etc. 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, National Staff Unit, United Nations Operations Center in Afghanistan
(UNOCA), Jalalabad Road, Kabul, Afghanistan,
OR**

UNAMA Herat Regional Office

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

unamava_support@un.org