

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 203/06/2009

Title:	Senior Administrative Assistant
Number of posts:	One (1)
Type of contract:	Appointment for Limited Duration (ALD)
Grade:	GSL - 5
Category:	General Service (Local)
Duration:	First three months (probationary period – renewable)
Duty station:	Jalalabad
Unit/Section:	Regional Administration
Issuing date:	15 June 2009
Closing date:	24 June 2009

Under the overall supervision of the Head of Office and the direct supervision of the Regional Administrative Officer the incumbent shall fulfil the following duties and responsibilities:

- Coordinate the preparation of Administrative Budget proposal incorporating all needs of Branch, Sub-Office and provincial office, monitor expenditures on a regular basis to ensure adherence to budgetary limits, certify all administration and project expenditure.
- Be responsible for the overall functions related to Staff/Personnel Administration in the Region. Pers Files, Contracts, extensions, Leave planning with Administration, MIP's, Attendances, Salaries, Payments, New Recruitments, Staffing tables, Claims, Tracking of Staff movement, Contact lists and other Personal related administrative issues.
- Advises all staff in general on personnel issues, financial and administrative policies, procedures rules and regulations.
- Monitors and directs the day-to-day personnel, financial and administrative operations of the office/Region.
- Undertakes missions to field locations within the assigned region to review administrative arrangements and makes appropriate recommendations as required.
- Controls the administrative allotments for the office and coordinates all local procurement-related activities;
- Maintains good working relations with other agencies.
- Performs personnel work including interpretation and processing of entitlements, issuance of contracts maintenance of various personnel records and files.
- Assists/coordinate in the recruitment of General Service staff for non-specialized work including evaluating candidate applications, administering exams, conducting preliminary interviews of candidates; assigns General Service staff to meet work requirements; reviews and evaluates work of subordinates.
- Briefs international personnel on general administrative matters relating to visas, licences, security; provides advice and ensures administrative support as required.
- Advises and assists other staff in the area of office management. Arranges for and/or attends meetings on day-to-day administrative matters, participates in discussions of new or revised procedures and practices, interprets and assesses the impact of changes and makes recommendations for follow-up action.

- Prepares, correspondence, reports, evaluations and justifications, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility.
- In addition to general administration responsibilities, may also supervise directly or indirectly, activities concerned with office and grounds maintenance, security, transport and similar services.
- Conducts market surveys in respect of fuel suppliers and other available services in the region.
- Maintains statistics on routine work and special projects carried out by the RHQ.
- Represents RAO at meetings when ever necessary.
- Performs other duties as assigned.

Competencies:

Professionalism: Basic skills in identifying and resolving well defined problems in the area of administration and management.

Client Orientation: Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients.

Communications: Ability to write in a clear and concise manner and to communicate effectively orally.

Teamwork: Good interpersonal skills; ability to work in a multi-cultural, multi ethnic environment with sensitivity and respect for diversity.

Initiative: Ability to work independently with little supervisory guidance.

Qualifications and experience:

- At least 5 years of experience in Administration and other related fields,
- High school diploma;
- Excellent English written and spoken as well as Dari and Pashtu.
- Excellent knowledge of MS Word and Excel.

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

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
- & a Copy of NID - Tazkira

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,

OR

UNAMA Jalalabad Regional Office, Jalalabad

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



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unamava_support@un.org

Note: Only those applications will be reviewed that clearly indicate the **vacancy announcement number** and the **post 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.

Note: You are requested not to attach any other extra documents like experience certificates etc.