

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT NUMBER # 279/08/2009

Title:	Administrative /Finance Assistant
Number of posts:	One
Type of contract:	Fixed Term Appointment
Category:	General Service (Local)
Grade:	GSL-4
Duty station:	Panjshir
Section/Unit	Administration
Issuing date:	11 August 2009
Closing date:	30 August 2009

Purpose of post

Under the overall control of Head of Office Panjshir, the incumbent will report directly to Regional Administrative Officer and will be responsible for administrative and financial functions in support of the UNAMA Central Regional Office. This includes recording financial transactions related with petty cash / imprest account. Preparation of overtimes/ Finance Claims, Control of attendance records for national and international staff, Preparation of Road Mission/ Air Missions requests, controlling security clearance requests.

The incumbent will be expected to participate in meetings, take and write up minutes from meetings and produce short memos and reports when required. Liaison with different support groups in UNAMA Kabul Central Regional Office.

- Proper control of the supporting documents for payments related with petty cash imprest account;
- Presentation of information on the status of financial resources, cash in hand, expenses as required; Management of cash receipts and petty cash;
- Maintenance of the proper filing system for finance records and documents;
- Maintain files of administrative instructions, financial administration, and other related documentation;
- Maintain up-to-date work unit files (both paper and electronic);
- Maintain and record adequate stocks of office supplies, including stationery, Supply request, CITS Request;
- Monitor and record national and international staff attendance and inform administration accordingly;
- Draft reports from oral instructions and meetings; Assist in the preparation and compilation of background documentation for meetings and conferences as well as make the necessary arrangements for conference-room booking and visitor's refreshments;
- Assist in the administrative processing of staff leave requests through UNAMA HQ.
- Liaise with UNAMA administration for issuance and or renewal of Visas and Contracts, financial administration, and other administrative tasks;

- Draft routine and special correspondence;
- Prepare MOPs and distribute for approval and signature as appropriate as well as inform and follow up with MOVCON;
- File and search documents, office files and records;
- Place, receive, and forward telephone calls or written messages on behalf of the UNAMA staff as appropriate;
- Provide accurate interpretation from English to Dari and/or Pashtu, and from Dari and/or Pashto to English, and taking notes at meetings, conferences, briefings, presentations;
- Provide timely and accurate translation of incoming and outgoing correspondence from and to UNAMA CR administration.
- Prepare minutes, schedule of meetings, contact lists of and various contact databases.
- Establish and maintain contacts and effective work relations, including exchange of experiences, with colleagues within the UNAMA Administrative Team, UNAMA HQ Office, as well as other units within UNAMA., other UN agencies and external organizations and institutions;
- Perform any other task as appropriately requested by the supervisors.

Competencies:

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNAMA;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional Competencies:

Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture in the office;
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness

- Ability apply conceptual models in support of formulation, implementation, monitoring and evaluation of development programs and projects, mobilize resources;
- Good knowledge of the Results Management Guide and Toolkit;
- Strong IT skills;
- Ability to lead implementation of new systems (business side), and affect staff behavioral/attitudinal change.

Management and Leadership

- Focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills;
- Remains calm, in control and good humored even under pressure;
- Demonstrates openness to change and ability to manage complexities

Qualification and Experience

- High School Certificate
- A minimum of four **(4)** years of progressively responsible experience within Admin, Finance and Language (translation).
- Proven computer skills and training in software applications such as Word, Excel, Access and PowerPoint for Windows and other databases, highly desirable.
- Fluency in spoken and written English, Dari or Pashto is required.

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,**

OR

**UNAMA – Central Regional Office, House # 25-27 (Opp. Netherlands Embassy),
Street Masjid Anzala, Klola Pushta /Shar-e- Now, Kabul, Afghanistan**

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

unamava_support@un.org OR UNAMA-CRO@un.org