



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

Vacancy No.	24/04/2023
Post Title	Administrative Assistant
Level	GL-5 (Fixed-Term Appointment)
Organizational Unit	Human Resources and Training Section
Location	Kabul
Number of posts	01
Issuing Date	12/04/2023
Closing Date	26/04/2023
Duration	One (1) Year

Qualified female candidates are highly encouraged to apply

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Senior/Administrative Officer/Unit/Section or Service Chief, the incumbent will perform the following responsibilities:

Human Resources Management:

- Performs various actions related to the administration of the work unit's human resource activities, e.g., recruitment, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., consistently applying UN rules, regulations, policies and procedures. Liaises with central administration/executive services as required; Maintains vacancy announcement files and updates track vacancy announcements; Prepares personnel actions through the UN's current electronic tools, e.g., Umoja; Advises staff on visa matters; Provides advice and answers general queries on classification procedures and processes; Provides information and advice to staff/consultants with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations; Monitors assigned staffing tables for a variety of human resource activities, e.g., appointments, retirement, expiration of appointments, reassessments, transfer and movement of staff.

Budget and Finance:

- Provides assistance in the preparation and development of the office's work programme and budget; Assists in monitoring the budget/work programme with respect to various budgets, trust funds, grant and other funds on a regular basis, and records reallocations of resources and implements the reallocations as necessary; Collects data from relevant databases and assist in preparation of financial reports; Provides assistance in the review, and preparation of the medium-term plan and its revisions; Reviews and assists in the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements for the mission including programmatic aspects; monitors compliance with the medium-term plan and other legislative mandates; May assist managers in the elaboration of resource requirements for budget submissions; Monitors budget implementation/expenditures and records reallocation of funds as necessary; Reviews requisitions for goods and services to confirm (a) that correct objects code of expenditure have been charged, and (b) availability of funds; Monitors extra-budgetary resources, in line with agreements and cost plans with special attention given to regulations and rules and established policies and procedures; Assists in the preparation of budget performance submissions; Assists in finalization of budget performance reports with attention given to variances between approved budgets and actual expenditures.

General Administration

- Provides guidance to mission and/or subordinate staff. May provide assistance in reviewing host country agreements, budget agreements, or contributions for grants or other activities within assigned areas; Identifies and reports issues/problems as they arise, and recommends appropriate actions; Coordinates regularly with service units and liaises as needed with internal team members both at the mission and in outstations; Performs other related administrative duties, as required (e.g., travel, monitoring accounts and payment to vendors and individual contractors for services, reviews physical space plans and assists in

the identification of office technology needs, maintenance of equipment, software and systems, organizes and coordinate seminars, conferences and translations).

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma is required OR a first level university degree in learning and development, management, public or business administration or related area is required.

Work Experience: With high school diploma a minimum of five (5) years of relevant experience in the field of design, delivery and evaluation of training courses or related areas such as assessing training needs and planning training programmes required. With relevant first level university degree (bachelor) three (3) years of relevant experience is required.

Course work/training in human resources, Train the Trainer (TOT) or teachers' education are highly desirable. Experience delivering training to adults is desirable. Experience working in a multicultural and/or international work environment is highly desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Fluency in oral and written Pashto or Dari 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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

APPLICATIONS

- UNAMA will only accept properly completed and signed Personal History Form (P.11) received by email before the closing date. CVs or Resumes will not be considered nor will late submissions after closing date. Any information provided on the P.11 form will be considered binding.

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and submit the duly completed signed P.11 by e-mail to: unamava_support@un.org.

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#24/04/2023** into the email subject line when submitting the duly completed and signed P.11 Form and the required documents. Please do not add any other information in the subject line of your email except **VA#24/04/2023**. Please do not add any additional words or space in the VA Number. **Applications received without a VA Number will not be considered.**

- 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 four (4) to six (6) weeks from the deadline indicated on the VA.

Required documents to be submitted along with the signed and completed UN P.11:

- **Serving UN staff members:** In addition to the completed and signed P.11, scanned copies of two most recent e-Performance Evaluation Reports must be submitted with the application.
- **For External applicants:** In addition to the completed and signed P.11, scanned copies of 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