



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

Vacancy No.	VA#30/05/2023
Post Title	Administrative Assistant
Level	GL-6 (Fixed-term Appointment)
Organizational Unit	Risk Management Coordination Section
Location	Kabul
Number of posts	01
Issuing Date	17/05/2023
Closing Date	31/05/2023
Duration	One (1) Year

Qualified female candidates are highly encouraged to apply

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

DUTIES AND RESPONSIBILITIES

Within delegated authority, the Administrative Assistant may be responsible for the following duties:

HUMAN RESOURCES MANAGEMENT:

- Initiates, reviews, processes and follows-up on actions related to the administration of the section/unit human resource activities, e.g., recruitment of staff and consultants, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
- Responds to enquiries and provides information and advice to staff regarding their entitlements, administrative procedures, processes and practices, conditions of service, duties and responsibilities, and entitlements under the Staff Rules and Regulations.
- Oversees the maintenance of vacancy announcement files and keeps track of status of vacancy announcements.
- Monitors staffing table and prepare relevant statistical data/charts.

BUDGET AND FINANCE:

- Assists in the preparation and review of financial and human resource proposals /requirements.
- Consolidates budget/work programme with respect to Headquarters' budget, trust funds, grants and procurement.
- Monitors expenditures and compares with approved budget; prepares adjustments as necessary.
- Assists the supervisor when required in the elaboration of resource requirements for budget submissions.
- Assists in preparation of budget performance submissions and finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.
- Co-ordinates with other finance and budget staff on related issues during preparation of budget reports.

GENERAL ADMINISTRATION:

- Drafts routine correspondence to respond to enquiries in respect to relevant administrative, financial audit, personnel matters.
- Coordinates extensively with service sections/units and liaises frequently with internal team members in the field mission.
- Performs other related administrative duties, as required (e.g., operational travel programme; monitoring accounts and payment to vendors and individual contractors for services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating seminars, conferences and translations).
- May be responsible for guiding, training, and supervising the work of more junior General Service staff.

CONTRACT ADMINISTRATION:

- Assists with day-to-day administration of contracts between the section/unit and external contractors for outsourced services.
- Audits the contractors' invoices against the goods and services provided by the contractor as and when

required.

- Processes the payment of contractors' invoices and monitor payments.
- Prepares and processes all forms and permissions for contractual and work Unit, Section or Service staff, including UN grounds passes, property passes, UN parking permits, swipe-card access and door keys.
- Performs other duties, as required.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent is required or a first level university degree in administration, finance, accounting, audit, human resources or related area is required. Course work/training in Audit or Compliance is highly desirable.

Work Experience: With high school diploma - a minimum of seven (7) years of progressively responsible experience in administrative services, finance, accounting, audit, human resources or related field is required. With relevant first level university degree (bachelor) - a minimum of five (5) years of progressively responsible experience in administrative services, finance, accounting, audit, human resources or related field is required.

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 Dari/Pashto 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.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

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_substantive@un.org

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#30/05/2023** 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#30/05/2023**. 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 short explanation as to why they are not available.

No fee:

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). The United Nations does not concern itself with information in applicants bank account.

Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother, or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.