

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

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**VACANCY ANNOUNCEMENT #199/06/2009**

Title:	<b>Security Assistant/ Driver</b>
Number of posts:	One
Type of contract:	Appointment for Limited Duration (ALD)
Grade:	GSL-4
Duration:	First three months (probationary period – renewable)
Duty station:	<b>Kabul</b>
Unit/Section:	Security
Issuing date:	9 June 2009
Closing date:	23 June 2009

Under the direct supervision of the chief Security Officer, the incumbent will perform the following duties:

When it's required, assist in translation of Dari and Pashto documents into English.

Assists in travel arrangements for Security Staff Members.

Prepare monthly attendance sheet, leave application and annual leave record of Security National Staff members.

Assists the Admin assistant in preparation / organization of Chief Security Officer's meetings, conference, trips.

Assists to maintain an accurate and updated filing system (Electronic and physical).

Take minutes of the meeting when it's required and especially SMT minutes.

Assists on distribution of forms and documents to UNDP and UNAMA on behalf of UNDSS Administration.

Assists UNDSS Logistics assistant in daily activities and providing administrative support, ie: collecting quotations to meet UNDSS materials and service requirement

Assists with the security office duties such as mission clearance, mission tracking and, filing of security documents.

Acts as an intermediate "Interpreter" during field missions.

General clerical and administrative duties for UNDSS as required.

Performs any other duties assigned by the CSO/DCSA and CSA.

Assists in an emergency and provides driving support for Security officers.

Takes responsibility for the maintenance of vehicles assigned for use of CSO / DCSA.

Assists in the safe planning and conduct road missions.

Checks the vehicle (fuel. Lights, tires, oil, water, break fluid, battery, windshield spray) every morning before driving and reports of any irregularity of the vehicle parts (example any missing parts of the car) and initiates repair or maintenance procedure when maintenance is due.

Ensures that the vehicle is fully operational for road missions at all times

Logs official trips, daily mileage, gas consumption, oil changes, greasing etc, and prepare monthly fuel/mileages report.

Maintains the function of the radios (VHF and HF)

Operates a Global Positioning System (GPS)

Reads and interprets locations from the map.

Performs basic first aid in an emergency

Assists CSO by providing a safe and efficient driving capability

**Competencies:**

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

Creativity: Ability to 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: Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity **and respect for diversity**.

**Qualifications and experience:****Qualifications:**

Education: High school certificate;

Experience: Minimum four (4) years of relevant experience within a large organization, preferably the UN.

Language: Fluency in written and spoken English, Dari and Pashto.

Other Skills: Solid computer knowledge (Microsoft Word, Excel, etc.)

Other requirement: Having valid afghan driving license, must be familiar with the Afghanistan and International driving rules and regulations and chauffeur courtesies, skills in minor vehicle repair, initiative and discretion. Familiar with the locations in the vehicle, which he will operate. Should have experience in the maintenance and use of VHF (Motorola) and HF (Codan) radios, Thuraya, and have good radio procedures. Basic First Aid skills are mandatory. Mine Awareness training will be an advantage. Ability to start work immediately, at short notice.

**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. 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,**

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

**unamava\_support@un.org**