



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

Vacancy No.	28/03/2016
Post Title	Associate Administrative Officer
Level	NO-B (Fixed-term)
Organizational Unit	Aviation Technical Compliance Unit
Location	Kabul HQ
Number of post	01
Issuing Date	22/03/2016
Closing Date	05/04/2016

Important note: UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. **CVs or Resumes** will not be considered nor will late submissions after closing date.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Chief Technical Compliance Officer and the overall guidance of the Chief Aviation Officer (CAVO), UNAMA, the Associate Administrative Officer will perform a wide range of functions in support of UNAMA's Aviation Section/TCU including, but not limited to, the following:

Budget and Finance:

- Prepares the Aviation Section's annual budget development, budget tracking and monitoring, Budget performance and Section budget translation in NY HQ format.
- Prepares Master Aviation Liability Policy for the Section.
- Coordinates with budget to receive allocated funds (allotments) related accounts related to air operations in the beginning of each fiscal year.
- Prepares Budget proposal for fleet composition by extracting data from contract data base (number and cost of annual flight hours both not guaranteed and excess hours, annual operating cost and one-time cost) and consolidating hour builder based on trend analysis produced by Aviation Aircraft Use Report (AUR) to generate current cost. Provide Senior Management with regular updates on the development of the budgeted Vs actual flight hours through scrutinizing aircraft utilization performance report. Also, provide weekly report on status of PO's, SC and FC, in addition to quarterly reports on acquisition plan.
- Reviews the Section's approved allotment and cross check with proposed funds in the section's budget. Compare approved allotment with proposed budget.
- Reviews all requisitions for goods and services to ensure correct objects of expenditure have been charged, ensuring availability of funds.
- Administers and monitors extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Records the approved allotment/funds for each section's account in the "Technical Compliance Database/Allotment and obligations worksheet" which is designed by Aviation Section.
- Calculates air operations estimated expenditures based on the approved funds for each account as per operations requirement in the year for: Ground

handling costs, Air Crew Accommodation charges, Navigational Charges, Hanger and terminal air operations equipment expenses and other flight operations related expenditures as required.

- Prepares relevant documentation with respect to budget performance submissions
- Invoicing the carriers through Finance Section, for UNAMA fuel used by the carriers.
- Prepares of the acquisition plan for the Aviation Section and coordinating it with the Procurement Section and making sure it is in align with the section budget.
- Monitors expenditures to ensure that they remain within authorized levels.
- Working together with Technical Compliance Assistant on preparation of PO, Requisitions and MODs.
- Providing Cost estimates for chartered flights when required.
- Performs various budget related analysis and providing various statistics as requested.
- Assisting the Technical Compliance Assistant on chartered flights related invoices and tracking of them.

Aviation Technical Compliance:

- Prepares E-MAR and submits it to HQ before the deadline.
- Checking the AUR data (the hours flown, fuel taken, Cargo, Passengers, NMR and NA days) and making sure that it is correct.
- Supervises Long Term Air Charter Contracts and Letter of Assists (LOAs) for aviation services and aircraft support;

Human Resource Management:

- Undertakes actions related to the administration of the section's human resource activities
- Assisting the crew in getting or extending visa, UN ID cards and visitor request in the absence of concerned staff.
- Provides in-processing briefing to a new crew when required.
- Any other related responsibilities/duties assigned by the supervisor/CAVO.

General Administration:

- 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 and the identification of office technology needs and maintenance of equipment, software (Umoja) and systems).

QUALIFICATIONS AND EXPERIENCE

Education: An advanced university degree (Master's degree or equivalent) OR first-level university degree (Bachelor degree or equivalent) in business or public administration, finance, accounting, law or related field is required.

Work Experience: A minimum of two (2) years progressively responsible/professional and relevant experience in administration, finance, accounting, human resources management or related area is required with a Master's degree OR A minimum of four (4) years progressively responsible/professional and relevant experience in administration, finance, accounting, human resources management or related area is required with a Bachelor's Degree. UN field mission experience or other international field experience is desirable.

Language: Excellent command of English as well as Pashto/Dari language is required.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows pride in work and achievements. Demonstrates professional competence and mastery of the subject. 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.

Takes responsibility for incorporating gender perspective and ensuring the equal participation of women and men in all areas of work.

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.

Accountability: Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

APPLICATIONS

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

unamava_support@un.org

Applicants should indicate VA Number and Post Title on the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number and Post Title in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted. Please note that any information provided on the P.11 form will be considered binding. **The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.**

Qualified female candidates are encouraged to apply

Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

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.