



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

Vacancy No.	25/03/2016
Post Title	Team Assistant
Level	GL-3 (Fixed-term)
Organizational Unit	Farah Administration
Location	Farah Field Office
Number of post	01
Issuing Date	13/03/2016
Closing Date	27/03/2016

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 Head of Office and Regional Administrative Officer, the Team Assistant will perform the following duties:

- Provides general office support services to help ensure the smooth functioning of an organizational unit.
- Uses standard word processing package to produce a variety of routine correspondence, reports, tables, charts, graphs, etc., in accordance with institutional standards.
- Proofreads written products for completeness and grammatical and typographical accuracy.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Reviews, records, routes and/or processes mail or other documents; gathers pertinent background material; tracks and monitors follow-up action as required.
- Receives phone calls and visitors, and responds to routine inquiries and information requests, including drafting routine written responses, or routes to appropriate personnel for handling as required.
- Maintains files (both paper and electronic) and databases for work unit.
- Updates and maintains large distribution lists; assembles documents, reports and other materials for global dissemination, where possible using electronic formats; coordinates courier services.
- Performs basic data entry and extraction functions.
- Checks accuracy of simple calculations, coding, data, etc.
- Performs a variety of administrative duties (e.g. leave recording, meeting organization, reservations, office supply and equipment orders, etc.); including preparing and/or processing administrative request/documents (e.g. travel requests, expense claims, vouchers, visa applications, etc.).
- Basic accounting knowledge to support the RAO in disbursing various cash payments for the field office.
- Photocopies/scanning a variety of documents and other materials.
- Operates and maintains a variety of office equipment in the performance of basic office functions, e.g. photocopier, facsimile, printer, scanner, etc.

- Delivers urgent mail/messages.
- Ensure support to the Field Office both administrative and technical in coordination with the Western region Regional Administrative Officer.
- Performs other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

Education: High School Diploma.

Work Experience: A minimum of two (2) years of progressively responsible experience in general office support or related area is required.

Languages: Fluency in written and oral English and Dari/Pashtu 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.

Communication: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

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.

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_herat@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.

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.