



UNIFEM Afghanistan
UNDP compound Shahr-e-Naw
Kabul Afghanistan

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Website: www.unifem.undp.org

VACANCY ANNOUNCEMENT No 2007/09/031

30 Sep 07

Post title: Administrative Clerk/Translator
Organization: UNIFEM
Type of contract: Service Contract
Grade/level: SC4
Period of Appointment: Six months with possible extension
Gender: Female
Duty station: Kabul/RCWP

Closing Date: 13 Oct 07

Background

UNIFEM, over the last 4 years has been actively involved in institutionalizing gender equity. This process has contributed to the presence of Afghan women in Parliament and provincial council. It is important to fully capitalize on the human resources available in parliament, government agencies and civil society to promote a sustainable democracy which also prioritizes gender equity and gender mainstreaming. The empowerment of women as political leaders and promotion of women's political participation are crucial to meeting this aim.

As part of its support to women parliamentarians UNIFEM has established a resource centre and is providing resource support to parliamentarians, civil society and provincial council members in response to their requirements.

In order for this centre to function effectively UNIFEM requires an Administrative Assistant and Translator to assist with the operational and programme sides of work in the centre.

Key responsibilities

The Administrative Clerk and Translator will be expected:

- a) Supervise center support staff (Guards, cleaners etc.)
- b) Arrangement of meetings and workshops, including scheduling of meetings, agenda preparation and distribution, attendee invitations
- c) Procure, secure and manage the efficient use of office supplies, including a sound equipment inventory and ensure the centre's logistical requirements are met on a rolling basis (eg procurement of fuel, cleaning products and other essentials);
- d) Send, receive, record, route and file communications pertinent to the centre;
- e) Organisation of any maintenance of damage to the building of the center, water supply system, power supply system, generator etc.
- f) Take and prepare minutes, ensure good attendance and provide the necessary materials or documents for meetings;

United Nations Development Fund for Women



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- g) Assist in verbal and written translations (English/Dari/Pashtoo) during the meetings and workshops
- h) Organize and maintain efficient record keeping and filing systems;
- i) Monthly preparation of time sheets for all staff stationed in center.
- j) To assist in financial administration of the centre
- k) To provide IT maintenance assistance for the centre and to the centre users as required.
- l) Any other task required by the supervisor.

Professional skills and expertise:

- 1. At least high school graduate
- 2. 2-3 years working experience in administration and translation
- 3. Basic Finance skills
- 4. Excellent spoken and written English and Dari skills and preferably knowledge of Pashto.
- 5. Previous proven IT experience.
- 6. Ability of working under pressure and to tight deadlines.
- 7. Having keen attention to details and ensuring work is of a high quality.

Submission of Application

Please submit a one-page cover letter explaining your interest and suitability for this position as well as an updated CV. Testing and interviewing will follow for short-listed candidates. Interested *Afghan nationals* should submit their application in writing (clearly indicating on the sealed envelope the vacancy announcement number) to:

UNIFEM registry, UNDP compound, Shah Mahmood Ghazi Watt, Kabul, Afghanistan

Or, e-mail their application (indicating on the subject line the VA number and the title of the position applied for) to: registry.unifem.af@unifem.org

Please note that applications received after the closing date (i.e 13 Oct 07) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for a test and interview.