



**Vacancy Announcement No 2010/01/107**

**Date: 25 Jan 2010**

**Post Title : Administrative Assistant**  
**Organizational Unit : Operations**  
**Type of Appointment : Service Contract**  
**Grade/ level : SB3/1**  
**Duration : One Year, Renewable**  
**Number of post : One**  
**Duty station : Kabul**

**Closing Date : 7 Feb 2010**

**Organizational Values and Principles:**

UNIFEM is dedicated to advancing gender equality and women's human rights in Afghanistan. Staff and consultants of UNIFEM Afghanistan are expected to contribute to a professional working environment in which the strengthening of national capacities and human potential is prioritized. Respect for diversity and human dignity is required, as is the active pursuit of a collaborative and inclusive approach to both internal and external stakeholders, including colleagues and partners.

**Responsibilities:**

Under the direct guidance of the Administrative associate and general supervision of Operations Manager, the Administrative Assistant provides support to office operations performing a variety of standard administrative processes ensuring high quality and accuracy of work. The Administrative Assistant promotes a client, quality and results-oriented approach.

The Administrative Assistant works in close collaboration with the Operation, Programme and projects' staff in the country office and other UN agencies staff to exchange information and ensure consistent service delivery.

**Summary of Key Functions:**

- Implementation of operational strategies
- Support to effective and efficient functioning of the unit (DRR's office/operations unit/ administrative unit)
- Support to administrative and logistical services
- Support to office maintenance and assets management
- Support to knowledge building and knowledge sharing

1. Ensures **implementation of operational strategies**, focusing on achievement of the following results:

- ❑ Full compliance of administrative activities with UN/UNDP rules, regulations, policies and strategies.

- ❑ Provision of inputs to the CO administrative business processes mapping and implementation of the internal standard operating procedures (SOPs).
- ❑ Provision of inputs to preparation of administrative team results-oriented work plans.

2. Ensures **effective and efficient functioning of the unit (operations unit/ administrative unit)**, focusing on achievement of the following results:

- ❑ Contacts with visitors and staff, arrangement of appointments and meetings, acting as an interpreter when required and/or taking minutes.
- ❑ Compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings and missions.
- ❑ Translation of simple correspondences, when needed.

3. Ensures **effective administrative and logistical support**, focusing on achievement of the following results:

- ❑ Organization of shipments, customs clearance arrangements, preparation of documents for UNDP shipments (received/sent), Preparation of all necessary documentation, implementation of follow-up actions
- ❑ Performance of a Buyer role in Atlas and preparation of POs for travel activities.
- ❑ Support to organization of procurement processes including preparation of RFQs, ITBs or RFPs documents, receipt of quotations, bids or proposals, their preliminary evaluation. Preparation of POs.
- ❑ Arrangements of travel and hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards and other documents.
- ❑ Administrative support to conferences, workshops, retreats.
- ❑ Collection of information for DSA, travel agencies and other administrative surveys, support to organization of common services.
- ❑ Arrangement of vehicle transportation, regular vehicle maintenance and insurance.
- ❑ Checking and recording of vehicle daily log and fuel consumption, update and maintenance of vehicle history report.
- ❑ Custodian for management of office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff and keeping a log of distribution.
- ❑ Maintenance of the filing system ensuring safekeeping of confidential materials.
- ❑ Extraction of data from various sources.
- ❑ Research and retrieval of statistical data from internal and external sources; preparation of statistical charts, tables and reports.
- ❑ Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to head of unit.

4. Provides **support to office maintenance and assets management**, focusing on achievement of the following results:

- ❑ Maintenance of records on assets management, preparation of reports.
- ❑ Maintenance of files and records relevant to office maintenance
- ❑ Provision of support to maintenance of common premises and common services

5. Support **knowledge building and knowledge sharing** in the CO, focusing on achievement of the following results:

- ❑ Participation in the training for the operations/projects staff on administration.
- ❑ Sound contributions to knowledge networks and communities of practice.

**Qualification:**

*Education:*

- High school. Certification in administration, Bachelor degree is desirable, but it is not requirement.

*Experience:*

- 3 to 5 years of relevant experience in administration or programme support service. Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Experience in handling of web-based management systems is an asset.

*Language Requirements:*

- Fluency in the UN and national languages.

*Other competencies:*

- Shares knowledge and experience
- Proven ability to take initiative and to work as part of a team
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills
- Ability to perform a variety of standard specialized and non-specialized tasks and work processes that are fully documented, researched, recorded and reported
- Ability to review a variety of data, identify and adjust discrepancies, identify and resolve operational problems
- Ability to perform work of confidential nature and handle a large volume of work
- Good knowledge of administrative rules and regulations
- Strong IT skills, knowledge of Atlas
- Ability to provide input to business processes re-engineering, implementation of new systems
- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

**Submission of Application:**

Please submit a one-page cover letter explaining your interest and suitability for this position as well as an updated CV (maximum 4 pages). 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 office, 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](mailto:registry.unifem.af@unifem.org)

Please note that applications received after the closing date (**i.e. 7 Feb 2010**) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for a test and interview.

***Qualified female candidates are highly encouraged to apply***