



Position Information:

Job Code Title: Registry Clerk (**National**)
Organizational Unit: UNDP Afghanistan
Duration: One Year
Number of Position(s): Multiple
Duty Station: Kabul and other provinces
Closing Date for Applications: 31 July 2010

Note: UNDP Afghanistan reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNDP Afghanistan at the same grade level and with similar job description, experience and education requirements.

UNDP Mission Statement:

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with national counterparts on their own solutions to global and national development challenges.

Organizational Context:

The United Nations Development Programme (UNDP) in Afghanistan invites highly qualified and experienced experts to apply for excellent opportunities and assignments in the Country Office and Projects. UNDP is looking for experts with proven talent and competencies.

UNDP provides best possible opportunities to partner and engage with Government, non-government, local authorities, private sector and international development organizations and to contribute to the development of Afghanistan. Being part of the global development network, UNDP provides very attractive incentive packages and career opportunities.

Functions / Key Results Expected:

Summary of key functions:

- Maintenance of the registry system;
 - Effective mail management;
 - Cost recovery for pouch services.
1. Ensures maintenance of registry system focusing on achievement of the following results:
- Set up and maintenance of the office filing system in accordance with the UNDP Global Filing System;
 - Opening of new subject files as required and disposal of old files in accordance with the established retention schedule;
 - Maintenance of archives, making sure files are properly stored and accessible; safe keeping of documents;
 - Provision of photocopies of material from the confidential registry files, as requested by staff. Assistance in the collection of reference and background material from registry files
 - Establishment and maintenance of records system of file movements within the office; maintenance of the office circulation and reading files;
 - Preparation of correspondence and reports related to registry activities;
 - Supervision of the Registry support staff;
 - Participation in the creation and maintenance of an electronic registry/archive system in close cooperation with the ICT staff.

2. Ensures provision of effective mail management focusing on achievement of the following results:
 - Receipt, registration, coding and forwarding of incoming faxes, letters and other correspondence to proper department/unit/officer;
 - Registration and dispatch of the outgoing communications, including pouch, and follow-up distribution. Prepares the summary of enclosure forms and necessary documents and maintains the file on pouches received to ensure that all bags are accounted for.
3. Ensures cost recovery on Pouch Operations focusing on achievement of the following results:
 - Proper prorating and billing of user agencies.

Impact of Results:

The key results have an impact on the accurate, safe, cost-effective and timely execution of the CO/project services.

Competencies:

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience;
- Provides helpful feedback and advice to others in the office.

Development and Operational Effectiveness

- Demonstrates good IT skills
- Good knowledge of the UNDP Global filing system;
- Understanding of UNDP operations procedures.

Leadership and Self-Management

- 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;
- Responds positively to critical feedback and different points of view.

Recruitment Qualifications:

Education:

- High School graduate.

Experience:

- 2 to 3 years of relevant experience;
- Ability to work with computer and office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages.

Language Requirements:

- Fluency in English, Dari and/or Pashtu is required.

Submission of Applications :

The application comprises a one-page cover letter explaining your interest and suitability for the post, and a UN Personal History Form (P11), your latest RCA (For UNDP contract holders) or an official performance evaluation report for all staff and non staff of the UN system. Interested **Afghan national Candidates** should submit their applications in writing (marked "Confidential", clearly indicating on the sealed envelope the Vacancy Announcement Number and province name) to the Human Resources Officer of UNDP at Shah Mahmood Ghazi Watt Street, Kabul, Afghanistan; or **email** their applications (**indicating on the subject line the VA number and the title of the position applied for**) to vacancies.afghanistan@undp.org . For more detailed information about UNDP please visit our website www.undp.org.af Please note that incomplete applications & applications received after the closing date (**31 July 2010**) will not be given

consideration. Only short-listed candidates whose application responds to the above criteria will be contacted for test and an interview.

All interested and qualified candidates are requested to specify their preferred duty station (province) in their applications.

Female candidates are highly encouraged to apply.