



VACANCY ANNOUNCEMENT
NO WFP/ 02/2012

Issuing Date: 10 January 2012

Job Title:	Administrative Assistant (Programme)	1 Position
Grade/Level:	SB 2-3	Contract Type: Service Contract
Salary	US\$12,084.24 (Annual Salary)	
Duration of Contract:	12 months (Extendable)	
Duty Station:	Kabul Country Office	Closing Date: 24 January 2012

Key Tasks and Responsibilities:

Within the delegated authority, the Administrative Assistant will perform the following duties:

- Extract and input data from various sources in administrative, human resources, procurement and other WFP corporate system;
- Maintain a selected number of administrative control records, such as for commitments and expenditures, travel, insurance, procurement and others;
- Initiate and process administrative actions such as those found in human resources, travel, procurement, disbursement;
- Assist in monitoring status of expenditures and allotments through WFP corporate systems, record variations, update budget tables and consolidate data for budget review;
- Make computations, calculations and estimates and prepare reports or assist in the preparation of periodic reports including forms, tables, charts and others;
- Draft correspondence relating to the area of responsibility;
- Design and update charts and tables utilizing graphic tools, design hard copy and computer resident forms; initiate, update and track computer assisted processing of administrative actions;
- Assist with day-to-day administration of contracts with external contractors; check contractors' invoices against the goods and services provided and process payments;
- Provide information related to the above functions and exchange a variety of statistical information;
- Search for, retrieve, compile, assemble and archive a variety of statistical data from computer files, records, reports or from other sources for internal/external use; provide basic analysis of the data as requested;
- Arrange meetings such as workshops and seminars;
- Make travel arrangements in line with administrative rules and procedures;
- Set up, classify and maintain files;
- Initiate and modify automated transactions;
- Perform other related duties as required;



Results Expected:

Produce organised quality technical and/or procedural work with well documented records conforming to required format and with well analysed data. Demonstrated competence in required processes where actions are interlinked with other entities or interaction requested with specialized staff; General processes are completed using full knowledge and understanding of a body of rules, practices, policies and procedures, or quality technical support is provided to specialized activities, May provide on-the-job training and guidance on office practices to staff in lower grades.

Critical Success Factors:

Ability to review a variety of data, identify and adjust data discrepancies. Identify and resolve operational problems. Ability to communicate moderately complex matters clearly and concisely, ability to perform detailed work, work of a confidential nature and/or to handle a large volume of work possibly under time constraints. Ability to deal patiently and tactfully with people of different national and cultural backgrounds.

Essential Qualifications/ Requirement:

- Completion of high school education.
- At least three years of progressively responsible support work experience in general administration work. At least one year at the G3 level or equivalent.
- Training and/or experience utilizing computers, including word processing, spreadsheet and other standard WFP software packages and systems.
- General knowledge of UN system policies, rules, regulations and procedures governing administration.
- Fluency in both oral and written English and applicable languages of the duty station.

Desirable Skills

Formal training in administration. Knowledge of WFP administrative manual in the area of finance, budget human resources, transport, procurement or travel.

Submission Guideline

Qualified candidates may submit their application, including a letter of interest; complete Curriculum Vitae and an updated United Nations Personal History Form (P.11- available on <http://www.undp.org.af/jobs/index.htm>) via e-mail to Kabul.Recruitment@wfp.org. Hard copy Applications should be submitted to: UN-WFP Human Resource Officer Country Office Street # 4, Koshani Watt (Behind Kabul Bank) Shar-e-Naw Kabul Afghanistan

The vacancy number and the post title must be clearly indicated in the subject line; otherwise your application will not be considered.

Additional Considerations

- Qualified female candidates are strongly encouraged to apply.
- Applications received after the closing date will not be considered.
- Only short-listed candidates will be notified.