



VACANCY ANNOUNCEMENT  
WFP/ 03/2012

*Issuing Date: 16 January 2012*

<b>Job Title:</b>	<b>Telecommunication Assistant</b>	<b>3 Positions</b>
<b>Grade/Level:</b>	<b>SB2-3</b>	<b>Contract Type:</b> <b>Service Contract</b>
<b>Salary</b>	<b>US\$ 12,084.24 (Annual Salary)</b>	
<b>Duration of Contract</b>	<b>12 months extendable</b>	
<b>Duty Station:</b>	<b>Kandahar Area Office</b>	<b>Closing Date: 30 January 2012</b>

**Key Tasks and Responsibilities:**

Under the overall supervision of Head of Area Office, Telecommunications Assistants will be responsible for the following duties:

- Ensure optimal radio network operations, through the implementation of standard operating procedures and the provision of guidelines and training to local radio operators in the region of assignment;
- Ensure appropriate security telecommunications support to WFP staff and provide support to critical inter agency telecommunication hubs;
- Train staff on radio communications procedures including related Minimum Operating Security Standards (MOSS) requirements and use of HF/VHF and other equipment such as sat phones, fax machines, etc;
- Track movement of vehicles in the field through well defined procedures;
- Monitor the HF/VHF radios during security incidents for incoming security calls, and as need arises, monitor staff movement into security sensitive areas;
- Transmit and receive security related information in coordination with UN Department of Safety and Security (DSS) and participate in staff emergency/medical evacuation;
- Report any technical problems immediately to the Telecoms or IT staff for prompt and on the spot troubleshooting;
- Provide feedback to Telecommunications technicians on potential improvements in HF/VHF voice systems;
- Answer and dispatch incoming telephone calls during office and non-working hours;
- Perform other related duties as required.

**Results Expected:**

In addition to those at level G3, uses initiative to ensure that equipment is maintained and functions properly.



**Critical Success Factors:**

In addition to those stated at level G3, ability to operate the equipment and sometimes under difficult and awkward physical circumstances. Ability to deal with and resolve operational problems, ability to communicate complex matters orally, ability to perform detailed work and to handle a large volume of work quickly and accurately under time constraints and to deal patiently and tactfully with people of different national and cultural backgrounds, and to have a high sense of confidentiality, initiative and good judgment.

**Essential Qualifications/Requirements:**

- Satisfactory completion of secondary school education. Recognized certificates in radio communications preferred.
- At least three/four years of progressively responsible experience in radio communications, and use of telex and facsimile operations.
- Basic computer skills including keyboard/mouse skills and knowledge of common basic software packages. Knowledge of commonly used office equipment.
- Fluency in both oral and written communication in English, Pashto and/or Dari.

**Desirable Skills:**

Some familiarity with operations of commercial telecommunications systems and services such as PABX, radio, satellite, etc. Experience in the use of MS Word, MS Excel and Lotus Notes.

**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](mailto: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.