



Position Information:

Job Code Title: Administration Manager (**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:

- Enhancing strategic direction of administrative services and clients' relations and ensuring proper automation of services;
 - Managing the provision of administrative services and liaise with other UN Agencies;
 - Ensuring an efficient cost recovery system;
 - Ensuring proper assets management and internal controls.
1. Contributes to the strategic direction of administrative services focusing on the achievement of the following results:
 - Develop strategy and plans for the operational services to be more responsive to the changing and expanding need of UNDP's clients;
 - Review and streamline systematically the business processes leading into efficiency of operations and full office automation and integration of system used (or to be used);
 - Develop, implement and manage Service Level Agreements with clients in the operational sub-processes;
 - Maintain the integrity of organizational support systems in terms of administration for the UN system and ensure that all services provided by UNDP is based on the highest quality and standards and to satisfaction of UNDP clients;
 2. Manage the provision of administrative services and liaise with other UN agencies and government entities:

- Oversee highly responsive operational and logistical activities including transportation, events organizing and management, shipping and customs, maintenance of premises and office equipment; drafts correspondence, reports, evaluations, analysis and justification as required in relation to these services;
 - Liaise with the departments of Protocol, Customs, Immigration and relevant government agencies concerning on procedures relating to visa applications, import/export of official and private vehicles, personal and household effects and import/export of project equipment, licensing of vehicles, driving license, and accident cases. Keeps abreast with the latest information and procedural regulations/requirements concerning the above mentioned Government Departments for privileges and immunities;
 - Actively participate in office Result Based Planning and budgeting by preparing annual management budget of admin staff, office maintenance, equipments, lubrication and operation of transport equipment;
 - Act as certifying officer on matters related to Administrative Services i.e. travel authorization and related purchase orders and ensure proper internal controls;
 - Assign support staff to meet work requirements, review and evaluate work of subordinates;
 - Manage the travel, visa and protocol services unit and ensure quality services;
 - Brief international/project personnel on general administrative matters, e.g. renewal of Laissez-Passers, visa extension, driving license, shipment of personal effects, etc., including advice and administrative support as required;
 - Contribute to the establishment and continuous refinement of common services, establish partnership with other UN agencies, coordinate with other UN agencies on the provision of common services;
3. Ensuring an efficient cost recovery system:
- Evaluate continuously the cost-recovery mechanisms for services provided to all clients and improve recoveries to achieve self-financing of operations;
 - Manage the implementation of cost recovery plans and systems according to corporate guidelines. Propose cost saving and resource-mobilization strategies including cost-recovery initiatives.
4. Ensuring proper assets management and internal controls:
- Ensure proper management of UNDP and projects' assets;
 - Perform any other relevant duties as assigned.

Impact of Results:

The key results have an impact on the overall CO/project efficiency in human resources management and success in introduction and implementation of HR strategies and policies. Accurate, thoroughly researched and documented information, its dissemination, timely and appropriate delivery of services ensure client satisfaction and maintains high staff morale. It enhances UNDP credibility of UNDP as an effective and efficient organization in the HR sector.

Competencies:

Corporate Responsibility & teamwork:

- Serves and promotes the vision, mission, values, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Participates effectively in a team-based, information-sharing environment, collaborating and cooperating with others;
- Responds flexibly & positively to change through active involvement.

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Remains calm, in control and good humored even under pressure;

- Identifies clients' needs and matches them to appropriate solutions;
- Ability to maintain a big picture view of the project vision and goals while performing detail business analysis;
- Consistently approaches work with energy and a positive, constructive attitude;
- Leads teams effectively and shows mentoring as well as conflict resolution skills.

Partnering & Networking:

- Transparency, openness, tact and diplomacy as demonstrated by active listening skills to establish and maintain effective horizontal and vertical communication flow;
- Ability to maintain a constructive, consultative working relationship with key partners, counterparts, and decision-makers;
- Seeks and applies knowledge, information, and best practices from within and outside UNDP.

Innovation & Judgment:

- Contributes creative, practical ideas and approaches to deal with challenging situations
- Strives for quality client-centered services (internal/external).

Communication:

- Ability to communicate with and translate requirements from the business side of the organization, the functional specialists as well as the technical experts;
- Ability to deliver both positive and negative information while maintaining a productive, joint problem solving working environment;
- Demonstrates effective written and oral communication skills.

Job Knowledge & Expertise:

- Good understanding of business process re-engineering industry standards and tools;
- Exceptional Business Process Re-Engineering and Information Technology/Systems Analysis skills in order to completely and accurately map processes;
- Excellent organizational skills to identify, map and redesign integrated business processes as well as to maintain established deadlines and timelines;
- Ability to multi-task while maintaining attention to details;
- Executes day-to-day tasks systematically & efficiently;
- Uses Information Technology effectively as a tool and resource.

Recruitment Qualifications:

Education:

- Master's degree or bachelor's degree Business Administration, Public Administration, Finance, Economics, or related field

Experience:

- Relevant professional working experience at the national or international level in general administration and experience in a managerial position;
- Experience in financial management is an asset;
- With master's degree 3 years of experience and with bachelor's degree 5 years of experience is required;
- Ability to provide services simultaneously and instantly with no supervision;
- Advanced computer literacy in using MS Applications (i.e. MS Word and Excel) with the ability to quickly understand and operate other off-the shelf applications.

Language Requirements:

- Fluency in English and language of the duty station.

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.