

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

Tel: +1-212-963-2668

Fax: +1-212-963-2669

**VACANCY ANNOUNCEMENT NUMBER # 144/04/2009**

**Re-Advertisement**

Title: **BMS Assistant**  
Number of the post: One  
Type of contract: Appointment of Limited Duration (ALD)  
Duration: 3 months probationary, renewable  
Category: General Services (Local)  
Grade: GSL-4  
Duty station: **Jalalabad**  
Issuing date: 12 April 2009  
Closing date: 26 April 2009

Under the direct supervision of the Head of Sub Office the incumbent shall fulfill the following duties and responsibilities:

**Duties & Responsibilities:**

- Performs the tasks of a Regional BMS Assistant
- Produces development plans to improve the office facilities.
- Supervises personnel involved in construction and improvement works.
- Controls the use and maintenance of generators.
- Controls the generator fuel supply and consumption
- Supervises electrical, plumbing and sanitation works.
- Controls and manages the engineering stores.
- Ensures that fire-fighting equipment are sufficient and act as Cam Fire Marshal.
- Purchases office equipment.
- Cooperates with all UN agencies in terms of engineering work.
- Conducts assessment and management of office buildings.
- Perform any other duties as required.

**Competencies:**

**Professionalism** – Ability to research, select, organize and summarize data and information required for the preparation of reports and statistics; demonstrated ability to apply good judgment in the context of assignments given.

**Planning and Organizing** – Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner.

**Commitment to continuous learning** – Initiative and willingness to keep abreast of new developments in the accounting and budget area.

**Technological Awareness** – Proficiency in various MS Office applications (Excel, Word,) and other IT applications.

**Teamwork** – Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with budget/finance, human resource counterparts, and client departments.

**Communication** – Ability to write in a clear and concise manner and to communicate effectively orally.

**Qualifications & Experience:**

**Education:** High school certificate or diploma; supplemental courses/training in research methodologies, statistical methods and procedures, project management an asset.

**Language:** Fluency in written and spoken English, Dari and Pashto.

**Experience:** A minimum of 4 years of progressively responsible experience in the field of finance, accounting, administrative services, or other related fields, in the private sector or with UN/ international organization;

**Other skills:** Driving skills; Computers skills (Word and Excel).

Applicants meeting the above qualifications are requested to **submit the following only:**

- A one-page Covering Letter expressing your interest/ suitability for this Post
- Curriculum Vitae (CV) & the P-11
- Copy of High School Diploma
- Copy of National ID; Tazkira.

**Preference will be given to equally qualified female candidates.**

**Note:** You are requested not to attach any other extra documents like experience certificates etc.

**If you are sending your applications in Hard Copies, please address them to:**

**Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road, Kabul, Afghanistan,**

**If you are sending your applications in Soft Copies, please Email your application to:**

**[unamava\\_support@un.org](mailto:unamava_support@un.org)**

**OR**

**UNAMA Jalalabad Regional Office**