

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT NUMBER # 259/07/2009

Title:	Radio Operator
Number of the post:	Four (4)
Type of contract:	Fixed Term Appointment
Category:	General Service (Local)
Grade:	GSL-3
Duty station:	Shiberghan
Issuing date:	14 July 2009
Closing date:	29 July 2009

Under the overall supervision of the Regional Administrative Officer (RAO) and direct supervision of the CITS Officer, the incumbent shall fulfill the following duties and responsibilities:

- Operates radio networks, telex/fax machines, receives and dispatches messages etc.
- Ensures that all communication equipments are in working condition.
- Performs repairs of radios and related communications equipment, when appropriate; Transmits/receives clear and confidential messages through various facsimile machines;
- Processes and maintains up to date records and logs of all incoming/outgoing traffic, facilitating distribution through hard/soft copies.
- Monitors the VHF communications networks of region including executing plans in times of need/crisis/emergency, as applicable.
- Monitors the HF system for incoming/outgoing voice/data messages form vehicles and other networks covered by the mission and relay information appropriately.
- Monitors mobile vehicle traffic whilst logging in the location and situation of the personnel aboard (convoy tracking);
- Perform any other duties as assigned.

Competencies:

Planning and Organizing: Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan.

Creativity: Ability to actively seek to improve services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.
Communication: Proven and sustained communication (verbal and written) skills.

Teamwork: Ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance. Places the Organization's agenda before personal agenda.

Qualifications & Experience:

Education: Completion of secondary education; specialized training in installation, maintenance and repair of communications equipment

Work Experience: A minimum of three (3) years of experience in similar position

Language: Fluency in English, Dari and Pashto

Application Submission Guidelines:

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
- & a Copy of NID - Tazkira

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,

OR

UNAMA Mazar Regional Office

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

unamava_support@un.org