

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN

UNAMA

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VACANCY ANNOUNCEMENT NUMBER # 260/07/2009

Title:	Radio Operator
Number of the post:	Four (4)
Type of contract:	Fixed Term Appointment
Category:	General Service (Local)
Grade:	GSL-3
Duty station:	Takhar
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 from 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 Kunduz Regional Office**

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

unamava_support@un.org