UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA
**Tel: +1-212-963-2668**
Fax: +1-212-963-2669
**VACANCY ANNOUNCEMENT # 288/08/2009**

| | |
|---|---|
| Title: | **Information Technology Assistant** |
| Number of posts: | Two |
| Type of Contract: | Fixed Term Appointment |
| Category: | General Services (Local) |
| Grade: | GSL-4 |
| Duty station: | **Kabul** |
| Unit/Section: | Communication & Information Technology Services (CITS) |
| Issuing date: | 11 August 2009 |
| Closing date: | 25 August 2009 |

Under the overall supervision of Chief Communication & Information Technology Services (CITS) the encumbered will perform the following duties:

**Duties:**

- Provide first line technical support to all IT users;
- Provide technical support for specialized systems and databases;
- Liaise with the assets management staff regarding the update of the inventory, the provision and return of equipment and the disposal of obsolete equipment;
- Participate in researching, evaluating, assessing and testing new technology;
- Update IT manuals, briefing notes, guidelines and circulars;
- Perform other duties as required.

**Competencies:**

**Professionalism –** Excellent knowledge of PC-based applications; excellent understanding of hardware and software compatibility; **Planning and Organizing –** Ability to identify priority activities and assignments, adjust the priorities as required; **Accountability –** Operate in compliance with organizations rules and regulations; **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 –** Ability to write in a clear and concise manner and to communicate effectively orally; **Teamwork –** Ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Qualifications:**

**Education:** High school diploma; coursework and/or formal training in Information Technology and computer systems highly desirable.

**Experience:** Minimum four (4) years of progressively responsible experience in the field of IT with a reputable organization.

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

**Other Skills:** Strong personal initiative, self-confidence and sound analysis and judgment and solid computer skills.

**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
- & a Copy of NID - Tazkira

<span style="color:red">**Preference will be given to equally qualify female candidates.**</span>

**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**

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

**unamava_support@un.org**