

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 303/08/2009

Title:	Security Assistant/Driver
Number of posts:	One
Type of contract:	Fixed Term Appointment
Grade:	GSL-3
Category:	General Services (Local)
Duty station:	Panjshir
Unit/Section:	Security Section
Issuing date:	11 August 2009
Closing date:	30 August 2009

Under the direct supervision of the FSCO, Deputy FSCO and AFSCO, the incumbent will perform the following duties:

- Assists the AFSCO/FSCO by providing a safe and efficient driving capability
- Assists in the safe planning and conduct road missions.
- Assists in an emergency and provides driving support for Security Officers.
- Takes responsibility for maintenance and of the incumbent's allocated vehicle.
- Checks the vehicle (fuel, lights, tires, oil, water, break fluid, battery, windshield spray) every morning before driving and reports of any irregularity of the vehicle parts (example any missing parts of the car) and initiates repair or maintenance procedure when maintenance is due.
- Ensures that the vehicles is fully operational for road missions at all times
- Logs official trips, daily mileage, gas consumption, oil changes, greasing etc, and prepare monthly fuel/mileages report.
- Maintains the function of the radios (VHF and HF)
- Operates a Global Positioning System (GPS)
- Reads and interprets locations from the map.
- Performs basic first aid in an emergency
- Assists with the security office duties such as mission clearance, mission tracking and, filing of security documents.
- Acts as an intermediate "Interpreter" during field missions.
- Performs any other duties assigned by the AFSCO/FSCO or Security Officer

Competencies:

Client orientation: professional attitude and demonstration ability to work effectively in a stressful environment; consider all those to whom services are provided as client and seek to things from their point of view.

Teamwork: ability to establish and maintain effective working relationship in a multicultural environment with respect for diversity, including gender balance. Places the priorities of organization before personal agenda;

Communication: effective oral communication skills and demonstrated ability to explain UN security policies and procedures. Maintain a high sense of confidentiality.

Technological awareness: Knowledge of applicable software programme (Ms word and Excel)

Qualifications and experience:

Education: High Scholl certificate with supplement security training

Experience: Three (3) years of relevant experience

Language: Fluency (written/spoken) in English as well as Dari and Pashto

Other requirements: Knowledge of HF and VHF radio operations must be mentally and physically fit. Computer skills (MS Word/ Excel) are required.

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

Preference will be given to equally qualify female candidates.

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 – Central Regional Office, House # 25-27 (Opp. Netherlands Embassy),
Street Masjid Anzala, Klola Pushta /Shar-e- Now, Kabul, Afghanistan**

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

unamava_support@un.org OR UNAMA-CRO@un.org