

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN

UNAMA

Tel: +1-212-963-2668

Fax: +1-212-963-2669

VACANCY ANNOUNCEMENT # 152/04/2009

Title:	Finance Assistant
Number of the post:	One
Type of contract:	Appointment of Limited Duration (ALD)
Category:	General Services (Local)
Unit/ Section	Pay and Allowances Unit, Finance Section
Grade:	GSL-4
Duty station:	Kabul
Issuing date:	26 April 2009
Closing date:	5 May 2009

Under the overall supervision of Chief Finance Officer and the direct supervision of Chief Payroll Unit the incumbent shall fulfill the following duties and responsibilities

Duties and Responsibilities:

- Assist in processing monthly Local Staff Salary in Progen.
- Performs regular "Account Allocation" in SunSystem monthly for all national staff.
- Assist in preparing Final Payments and making separation and Notification for local staff.
- Overtime, Night differential, Hazards allowance checking and entering data in Progen and as well as in programmes for all National ALD (Appointment of Limited Duration), staff members under 300 series.
- Travel to Regional/ Provincial offices to perform financial duties (Cash count).
- Checking MIP Claims: gathering the necessary documents for the MIP Claims, for all national staff.
- Taking all vouchers for the Certify to follow up to submit it soon to cash office.
- Files all payroll batches vouchers when we receive from cashier office back after paid.
- Filing and making new files, updating the files for the Office, putting the documents into the files, pulling out the staff member files, sending faxes, scanning documents, copying documents etc.
- Preparing monthly pension contribution Voucher for local staff and sending Fax to New York.
- The incumbent of this post may be rotated to any other unit in to the Finance Section.
- Perform any other duties assigned by Chief of Section.

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: Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualification and Experience

- Completion of high school.
- Four years of relevant experience.
- Ability to work in Excel and Word software programmes.
- Very good knowledge of the working language of the duty station (i.e. Dari, Pashto, English).
- Prior experience in Finance/Accounting will be an asset.

Preference will be given to equally qualified women candidates.

Only applications that clearly indicate the vacancy number on the envelope; or in the subject of the email (if the application is being sent electronically), will be reviewed.

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 NID – Tazkira

Note: You are requested not to attach any other extra documents like experience certificates etc. Only those applications will be reviewed that clearly indicate the vacancy announcement number and the functional title in the email subject line ; if the application is being sent via email or on the envelope; if it is being sent in hard copies)

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

**Personnel Section, National Staff Unit, United Nations Operations Center 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