



United Nations Assistance Mission for Afghanistan (UNAMA)
RING-FENCED VACANCY ANNOUNCEMENT

Vacancy No.	49/09/2015
Post Title	Radio Operator
Level	GL-3 (Fixed-term)
Organizational Unit	Security
Location	Mazar Field Office
Number of post	01
Issuing Date	15/09/2015
Closing Date	29/09/2015

Important note: UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. **CVs or Resumes** will not be considered nor will late submissions after closing date.

DUTIES AND RESPONSIBILITIES

Under the general supervision of the United Nations Security Field security Coordination Officer and direct supervision of Local Security Associates, the incumbent operates the satellite, radio communications, fax, and Internet facilities to transmit and receive communications, maintains records and ensures high quality and accuracy of day-to-day Radio Room operations.

Duties and Responsibilities:

- Ensures the continuity of Radio Room service under United Nations Security in his/her duty;
- Operates all communications equipment including VHF & HF radios, landline, sat-phones, facsimile and computers;
- Maintains daily radio and operations log book;
- Makes sure that Radio Room is a restricted area and does not allow non-Security personnel access;
- Maintains accurate and up-to date inventory records of telecommunications equipment and keeps track of their locations;
- Conducts radio checks according to Radio check list and maintains a record of such checks;
- Conducts regular and random Radio checks (by VHF, HF or the landline) with all UN Agencies, ASMT Agencies and sub-offices throughout the region to inform them of the current security situation in each Province or District. Complete logbook after each Radio check;
- Tracks all UN vehicle movements throughout the region or to/from other regions in the country on a regular basis and provides the Agencies/responsible person(s) with the relevant information. Each contact must be recorded in the logbook;
- Assists FSCO Office in updating all emergency contact information and provides necessary emergency info to all UN staff during emergency situations as required;
- Reports any emergencies or distress calls that occurred during his/her duty to LSA and FSCO;
- Advises users of the VHF/HF Network to comply with standard procedures of communications and provides guidance when deemed necessary;
- Maintains chronological files for all incoming and outgoing fax, email and radio messages, ensures timely delivery of messages;

- Monitors the movement of all equipment and accessories in and out of the Radio Room. Ensures that equipment under his/her control is in a good working condition at all times and immediately notifies immediate supervisor or team leader about faulty equipment;
- Maintains the Station Logs;
- Ensures appropriate handover before and at the end of each rotation;
- Responsible for the integrity and safe custody of confidential information on UN International and National Staff;
- Performs all other related duties as requested by the UN Security FSCO and/or Local Security Assistants.

QUALIFICATIONS AND EXPERIENCE

Education: High School diploma is required or equivalent technical or vocational certificates;

Work Experience: Three (3) years of relevant experience in the same position with United Nations security operations. Experience in operating computers and office software packages (MS Word, Excel, etc.).

Must be fluent in English. Ability to work effectively under stressful conditions. Basic knowledge of radio communications and modern communications equipment;

Languages: Fluency in written and oral English and Dari/Pashtu is required.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows pride in work and achievements. Demonstrates professional competence and mastery of the subject. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges.

Takes responsibility for incorporating gender perspective and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Accountability: Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Note: This Vacancy Announcement is ring-fenced and only open to the staff members whose post were abolished in 2012, 2013 and are proposed for abolishment by 31 December 2015.

APPLICATIONS

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: unamava_mazar@un.org

Applicants should indicate VA Number and Post Title on the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number and Post Title in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted. Please note that any information provided on the P.11 form will be considered binding. **The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.**

Qualified female candidates are encouraged to apply

Only applicants who are short-listed will receive an acknowledgement within two

weeks from the deadline indicated on the VA.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.