



UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code	UNMAT – AFLA – 01
Post Title	Administration, Finance and Logistics Associate
Post Level	Local Individual Contractor Agreement (LICA) equivalent to UNDP Service Contract SC-7
Org Unit	United Nation Mine Action Team (part of UNOPS Mine Action Cluster)
Duty Station	Kathmandu, Nepal
Duration	6 months with possibility of extension
Closing Date	August 1st 2010

Background

The UN Mine Action Team in Nepal is based in Kathmandu and supports the government of Nepal to address the mine action needs of the country. The support provided is in the form of technical advice to the Nepal Army at planning and operational level, coaching and mentoring of junior and senior NA officers, senior NCOs and soldiers with the ultimate aim of eradicating the threat of landmines by total clearance of NA minefields as per their obligations in the 2006 Comprehensive Peace Agreement.

Under the overall supervision of the Acting Programme Manager, the Administrative/Logistics Assistant will have the following responsibilities :

Duties and Responsibilities

- Assist the Acting Programme Manager with all Programme administrative, logistics and office support functions.
- Undertake detailed inventory of the existing programme assets, establish database and manage their storage and allocation.
- Act as the Security Focal point for the UNMAT office and maintain active liaison with the UN Department of Safety and Security for all security related issues.
- Ensure all vehicles and equipment are checked regularly, undertake the necessary servicing and maintenance.
- Management of maintenance of common premises and common services.
- Coordination and supervision of shipments and customs clearance, travel, events management, administrative surveys, transportation services and insurance, space management, procurement of



supplies.

- Support with protocol matters, registration of staff, coordination with local authorities, on space and other administrative matters
- Ensuring proper maintenance and safe and secure storage of all office equipment and property
- Inform the Acting Programme Manager on all possible issues and hindrance pertaining to the office management.
- Assist the Acting Programme Manager in liaising with other UN counterparts to ensure adequate provision of suppliers and services to effectively manage the office.
- Provide adequate and prompt support to Acting Programme Manager in the coordination of all logistical and administrative requirements to enable the timely deployment and support to the Nepal Army activities.
- Liaise with the Nepal Army on any logistical and administrative issues as required by the office.
- Ensure appropriate filing system is kept in the office and all documents are archived as required.
- Provide support to the Acting Programme Manager and Technical advisers to ensure appropriate support in field missions and in the office.
- Assist the Acting Programme Manager in disposal of programme assets
- Manage the driver pool and all UNMAT vehicle movements
- Any other tasks as directed by the Acting Programme Manager.

Required Selection Criteria

Competencies

- Fully computer literate, sound knowledge of Microsoft Word and Excel.
- Proven experience and skills in operating in a multi-cultural environment.
- Physically fit and in good health.
- Good Knowledge of database, especially for the management of assets in an organization.
- Excellent interpersonal and communication skills.
- National Drivers License

Education/Experience/Language

- Certificate in business administration, project management and/or related field. Equivalent military college, vocational training and/or relevant experience.
- At least seven years proven and applicable experience in logistics, asset management and administration functions.
- Experience with international organizations, NGO and/or contractors an asset.
- A solid understanding of Nepali vendors and exposure to UN System preferable.



- Knowledge of mine action programming and equipment an asset.
- Fluent in English and Nepali with effective and elaborated skill in expressing his/herself both oral and written

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) (available on our website: www.unops.org), to:

United Nations Mine Action Team
Annex IV, 2nd Floor, UN House
P.O. Box 107, Pulchowk
Kathmandu, Nepal

Or via e-mail to roger@nepalmat.org. Kindly indicate the vacancy number and the post title in the subject line when applying by email.

*** Please note that this is a local post and is open to all nationals of the country of the duty station and to individuals who have a valid work permit.**

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Women, Dalits, Indigenous Nationalities (Adivashi, Janajati)s, Madhesi, people with disabilities and other minorities especially encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, please visit the UNOPS website at www.unops.org.