



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Title: Administrative Associate
Pre-Classified Grade: SC-8
Supervisor: Project Management Specialist
Duty Station: Kabul, Afghanistan
Application Deadline:
Duration: One year

II. Organizational Context

The presidential elections were successfully held on 9th October 2004 with over 8 million voters casting their ballots, resulting in the election of President Hamid Karzai. The Parliamentary and Provincial Council Elections took place on 18 September 2005 and resulted in establishment of the Afghan National Assembly and Provincial Councils in 34 provinces.

The Joint Electoral Management Body (JEMB) which was established to manage the above mentioned elections, exercised all powers of the Independent Election Commission (IEC) during the Transitional Period. According to the Constitution, with the completion of parliamentary election, the JEMB was dissolved in December 2005. Thereupon, the IEC took over the full mandate of all electoral activities in the country supported by the international community through an extended transition phase from November 2005 to 20 October, 2006.

During the transitional phase the institutionalization of the IEC was the main goal to ensure the sustainable nature of the institution with respect to the organizational structure as well as the financial resources. Even though capacity had been built during the election as well as the transitional period other activities are necessary to ensure that the IEC embarks on the right footing to carry out its mandate in a sustainable manner. To support the IEC in carrying out the activities needed and to scale up its ability to fulfill its mandate in a sustainable manner the project "Enhancing Legal and Electoral Capacity for Tomorrow" (ELECT) was designed and launched on 14 November 2006. The ELECT project was initially designed to achieve the following outputs with a total budget of \$4.9m:

Output 1: Independent Electoral Commission's institutional capacity further built to carry out its mandate as an independent constitutional body

Output 2: Effective legal and institutional environment in place to enable the IEC to execute its responsibilities

Output 3: Joint voter and civil registration pilot project designed and implemented leading to the design of a national project to establish a permanent civil and voter registry with a single national identity document

After completion of the pilot voter registration process in 3 selected provinces, in consultation with Independent Election Commission and other partner organizations, national Voter Registry was

identified as the main area which needs to be addressed in order to reach the envisaged goals for 2009 election. The IEC and other partner organizations requested UNDP through ELECT project to take the lead in implementation of the national voter registration. With adding voter registration as a new output to ELECT project, the operational dimension of ELECT project will be considerably scaled up not only in terms of provision of technical support to IEC but also for conducting of the voter registration operations nationwide. The technical dimension concerns the integration of registration and polling activities, development of electoral resources and conduct of the national exercise. The amendment process is well underway and all stakeholders including donors have already indicated their commitment. The envisaged budget is around \$80 million. The project ends by the end of year 2010.

III. Functions Key Results

Under the guidance and supervision of the Project Management Specialist the Administrative Associate provides support to office operations performing a variety of standard administrative processes ensuring high quality and accuracy of work. The Administrative Associate promotes a client, quality and results-oriented approach. Her/his duties and responsibilities will be as follows:

Summary of key functions:

- Implementation of operational strategies;
 - Support to effective and efficient functioning of the Project Management Unit;
 - Support to administrative, financial control and logistical services;
 - Support to knowledge building and knowledge sharing and staff capacity building.
1. Ensures implementation of operational strategies, focusing on achievement of the following results:
 - Full compliance of administrative activities with UNDP rules, regulations, policies and strategies;
 - Provision of inputs to preparation of administrative team results-oriented work plans.
 2. Ensures effective and efficient provision of administrative support services, focusing on achievement of the following results:
 - Coordination and supervision of shipments and customs clearance, travel, events management, administrative surveys, transportation services and insurance, space management, procurement of supplies;
 - Presentation of thoroughly researched information for planning of financial resources for administrative services;
 - Support with protocol matters, registration of staff, coordination with local authorities, on space and other administrative matters;
 - Submission of information on administrative services provided for cost-recovery bills.
 3. Ensures effective administrative and logistical support, focusing on achievement of the following results:
 - Arrangements of travel and hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards and other documents;
 - Administrative support to conferences, workshops, retreats;
 - Collection of information for DSA, travel agencies and other administrative surveys, support to organization of common services;

- Arrangement of vehicle transportation, regular vehicle maintenance and insurance;
- Assistance in the preparation of budget, provision of information for audit.

IV. Impact of Results

The key results have an impact on the efficiency of the unit. Accurate presentation of information strengthens the capacity of the office and promotes the image of UNDP Elect Project as an effective contributor to the development of the country.

V. Competencies

- Demonstrates commitment to UNDP's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Good knowledge of administrative rules and regulations.
- Ability to supervise and guide support staff.
- Ability to administer and execute administrative processes and transactions.
- Strong ability to work in teams and create an environment that makes it possible for others to flourish and contribute.
- Focuses on result for the client.
- Ability to perform work of confidential nature and handle a large volume of work.
- Consistently approaches work with energy and a positive, constructive attitude.
- Ability to extract, interpret, analyze data and resolve operational problems.
- Demonstrate openness to change.
- Ability to work well as part of a multicultural team.
- Strong communications and IT skills and ability to draft materials such as memos and news items.
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills.
- Remains calm, in control and good humored even under pressure.
- Ability to juggle priorities and perform well under pressure.

VI. Qualifications

- Secondary education. Certification in administration desirable.
- University degree in Business, Public Administration or any related field is extremely desirable
- 3-5 years admin support experience in the international organizations;

- Excellent communication, presentation and organizational skills;
- Computer literate with experience in the use of various teaching aids;
- Previous electoral experience is considered beneficial;
- Good interpersonal skills and abilities;
- Experience in team-working;
- Experience in handling web-based management systems;
- Good command of written and spoken English and Dari; knowledge of Pashto is an asset;
- Previous experience with UN agencies/UNDP an advantage;

VII. Signatures- Post Description Certification

Incumbent *(if applicable)*

Name	Signature	Date
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Supervisor

Name / Title	Signature	Date
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Chief Division/Section

Name / Title	Signature	Date
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