United Nations Population Fund (UNFPA) is pleased to announce the following vacancy:

**VACANCY NO:** VA-CO-2017-02-02

**OPENING DATE:** 08 February 2017

**CLOSING DATE:** 21 February 2017

**POST TITLE** Receptionist

**NUMBER OF POSITION** 1 (One)

**CATEGORY** SB1-3 (Service Contract)

**DUTY STATION** Kabul, Afghanistan

**DURATION** Initially for one year with three months probationary period

The incumbent will undertake the following responsibilities under the direct supervision of the security officer and overall supervision of the country representative to:

**Duties and Responsibilities**

- Update personnel list in coordination with IT colleagues, UNFPA bi-monthly personnel list, contact list, UNFPA Skype list, and UNFPA list for APRO.
- Prepare UNFPA security administrative paper work, Guards’ shifts schedule in coordination with security officer, monthly attendance sheets and overtime sheets for guards, taxi charges and process of security guards related requests.
- Maintain records of personnel movement in country and out of the country.
- Maintain the daily sign-in books for both colleagues and visitors.
- Keep records of all security related materials and including their expiry dates.
- Receive daily report from guards regarding functionality status of all security equipment in bunkers.
- Keep record of all visitors’ requests from colleagues and inform colleagues to receive their guests from the reception point in coordination with the transport section.
- Manage keys for UNFPA vehicles and guest houses.
- Maintain records of UNFPA conference hall phone.
- Answer all phone calls and connect them with the relevant personnel.
- Perform any other relevant administrative tasks as assigned by the supervisor.
Job Requirements:

Academic Requirements:

- High school graduated.

Experience:

- Experience with UN or international organizations; at least three years of progressively responsible security or Receptionist experience.

Languages:

- Knowledge of local languages and a working verbal knowledge of English language.

Other skills:

- Ability to remain focused when under pressure with a commitment to work hard and for long hours.

Submission Guidelines:

Interested Afghan Nationals may send the completed United Nations Personal History form (P-11) by e-mail along with an application letter to the e-mail address: recruitment.afg@unfpa.org

UNFPA and reserve the right to appoint at the indicated or lower level and prior to the closing date. We will only be able to respond to those applicants in whom UNFPA has a further interest.

Qualified women are particularly encouraged to apply.