



United Nations Assistance Mission for Afghanistan (UNAMA)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
(Re-advertisement)

Vacancy No.	44/10/2018
Post Title	Claims Assistant
Level	GL-4 (Fixed-term)
Organizational Unit	Property Management Section
Location	Kabul HQ
Number of post	01
Issuing Date	15/10/2018
Closing Date	29/10/2018

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 direct supervision of the Claims Supervisor and over all supervision of the Chief Property Management Officer, the Claims Assistant will perform the following duties and responsibilities:

- Provides general office support services to help and ensure the smooth functioning of Claims Unit;
- Assist in the management of Claims, Property Survey Unit and ensure its effective and efficient operations;
- Assists in the provision of administrative support to the Supervisor of the Unit, the Chairperson of the Local Property Survey Board (LPSB), the Chairperson of the Claims Review Board (LCRB) and act as an Alternate Secretary of the LPSB and LCRB whenever required;
- Assembles, copy, distribute papers, case presentations, memoranda and agendas to the members of the LPSB before each meeting;
- Organizes, coordinate and convene Board of Survey (BOS) for survey of property presented for write off
- Reviews Write Off Notifications in Umoja and transmits comments, if required, to the approving officer for consideration and necessary amendments
- Updates Write Off Notifications in Umoja
- Prepares Write-off cases for approval by the Chief of Mission Support, through the Supervisor of the Unit and Section Chief, providing clarifications and information when requested;
- Prepares for cases submission, participate, document and follow up on all the Board meetings;
- Informs insurance company about the vehicle incidents/accidents involving third party;
- Processes compensation claim cases for the presentation to LCRB through the Unit Supervisor;
- Prepares correspondences to claimants, Finance, insurance companies and others;
- Participates in claim survey missions (on-site visits) within the area of operations, in order to verify discrepancies, contradictions in the evidence, or to secure additional information;
- Updates Accidents/Incidents database;
- Compiles reports on Settlements of Claims to be sent to HQ for their consideration on semi-annual basis;

- Maintains proper CRB, LCRB and LPSB archive system;
- Initiates demand notes to 3rd parties liable for damages to property;
- Reviews and process check out of UNAMA staff members in Field Support Suite (FSS)
- Performs other duties as may be required.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent is required.

Work Experience: A minimum of two (2) years of progressively responsible experience in claims and property survey, legal or paralegal related functions preferably in the United Nations or other international organization.

In addition, work experience in property and asset management is desirable.

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

Special Measure: The minimum work experience for GL-4 is reduced to 2 years, instead of the standard minimum requirement work experience of 3 years. The special measure approved by the Office of Human Resources Management (OHRM) - UNHQ, is extended until 31 May 2019 reduces the minimum required years of relevant work experience for filling positions for UNAMA General Service and National Professional Officer positions. The special measure is applicable to all applicants.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows persistence when faced with difficult problems or challenges. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; 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; remains calm in stressful situations.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behavior.

Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviors to avoid stereotypical responses; does not discriminate against any individual or group.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Communication: Proven ability to write in a clear and concise manner and to communicate effectively, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely, and conveying maximum necessary information, making and defending recommendations.

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_support@un.org
- **Required documents: Serving UN staff members: The two most recent e-Performance Evaluation Reports must be submitted with the application.**
- **For External applicants: Two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must**

provide a short explanation as to why they are not available.

- **Applicants should indicate VA Number as **VA#44/10/2018** in the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number 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.**
- Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

Qualified female candidates are highly encouraged to apply

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.