



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

Vacancy No.	42/10/2018
Post Title	Field Security Assistant
Level	GL-5 (Fixed-Term)
Organizational Unit	Security Section
Location	Kabul HQ
Number of posts	01
Issuing Date	03/10/2018
Closing Date	17/10/2018

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

Within limits of delegated authority and depending on location, the Field Security Assistant will carry out the following duties:

- Controls the opening, closure and entry into buildings to ensure security of the mission premises and issue building entry passes as appropriate.
- Manages all aspects of the administration and work of UN security guards, private security contractors and host government security forces assigned to the protection of the compound
- Ensures that routine patrols and/or sector patrols are conducted to check security of buildings, personnel, equipment, and adherence to rules and regulations.
- Receives, records, and appropriately takes action based on information received through all communication means.
- Conducts security surveys of offices and other mission facilities.
- Obtains comprehensive security information and produces reports relating to incidents that affect safety and security in the mission.
- Enforces all safety and security regulations inside the compound.
- Liaises where necessary with designated host government security, safety and emergency officials.
- Liaises and exchanges security related information with all components of the Guard Force Unit (UN Security Guards, Armed and Unarmed Private Security Contractors, Host Government Security Personnel assigned to the compound) and other UN agencies in the area.
- Supports the Chief Guard Force Unit in conducting threat assessments and site surveys.
- Under the supervision of the Chief Guard Force Unit, Prepares and provides security briefings, written security advice and recommendations for local national contractors working in the compound and other personnel as needed
- Ensures that information related to incident-based security and travel advisories are available and visible at the gates of the compounds for quick reference of personnel exiting the compounds.
- Assists in the Investigation into all routine matters involving UN staff, assets and facilities including accidents, incidents and illegal activities. These investigations may also include UN Agency Staff.
- As part of regular duties attends crime and accident scenes for the purpose of assisting UN staff and gathering evidence for the submission of investigation files.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent technical or vocational certificate is required.

Training in military or police procedures and practices, and self-defense techniques is required. Training in martial arts and/or specialized security practices would be an asset.

Work Experience: A minimum of four (4) years of progressively responsible security experience with a local, national or private police, security or fire brigade organization is required.

Shows capacity to manage large and diverse guard forces operating in fluid security environments.

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

Special Measure: The minimum work experience for GL-5 is reduced to 4 years, instead of the standard minimum requirement work experience of 5 years. The special measure approved by the Office of Human Resources Management (OHRM)-UNHQ, is further 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: Demonstrates 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.

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.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

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#42/10/2018** 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.