



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

<b>Vacancy No.</b>	<b>59/11/2018</b>
<b>Post Title</b>	<b>Assistant Security Officer</b>
<b>Level</b>	<b>NO-A (Fixed-Term)</b>
<b>Organizational Unit</b>	<b>Security Section</b>
<b>Location</b>	<b>Herat Field Office</b>
<b>Number of posts</b>	<b>01</b>
<b>Issuing Date</b>	<b>02/12/2018</b>
<b>Closing Date</b>	<b>16/12/2018</b>

**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**

The Assistant Security Officer reports directly to the Field Security Coordination Officer (FSCO), Western Region (WR). Supports the coordination of Safety and Security of UN Staff, assets and eligible dependents in Western Region duty stations, and enhances credibility of the United Nations as an instrument of peace and justice. Within delegated authority the Assistant Security Officer is responsible for the following duties:

- Prepares draft of security plan for the mission, designated country or geographic area, including all aspects related to elaboration, development and implementation and updating of the plan.
- Establishes and maintains close relations with host country security agencies, and acts as liaison between the senior security professional and the host country services.
- Serves as a member of the United Nations Security Cell, contributing to the implementation and the evaluation of the effectiveness of the security plan.
- Assesses prevailing local security conditions, identifying security trends and advising UN staff and dependents on potential security problems, such as mines, kidnapping, armed attacks, arrest and detention.
- Supports the ongoing evaluation of air, land and sea evacuation routes and resources for use in emergencies, ensuring the availability of vehicles, aircraft, vessels, fuel supply and assessable roads.
- Ensures that fire detection devices and fire-fighting equipment are available on the premises. Maintains fire evacuation plan and conducts fire drills and training as necessary.
- Supports office security by conducting physical security inspections of facilities, issuance of identity cards, if possible background checks and entry control.
- Provides advice and training to staff and dependents on residential security measures such as window guards, alarm systems and locks to minimize burglar intrusions.
- Maintains dialogue with authorities and international institutions such as red cross/ Red Crescent in the event of natural disasters.
- Ensure that all emergency communications and required safety tools/equipment are in place and functioning.
- Supports the Investigation of accidents involving Un vehicles and prepares report of findings.
- Supports the investigation of security-related incidents involving UN staff members, or eligible dependents.
- Other duties as required.

## **QUALIFICATIONS AND EXPERIENCE**

**Education:** An advanced university degree (Master's degree or equivalent) OR first-level university degree (Bachelor degree or equivalent) in security management, information management or business administration, political/social science or international relations with focus on security management. Formal certification training in a recognized military or police academy or collage is required.

**Work Experience:** Work experience is not required with a relevant Master's degree. A minimum of one (1) year of progressively responsible professional experience in military, police or security management (preferability in the police or military context or related area). A valid national driver license is desirable.

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

**Special Measure:** The minimum work experience for NO-A with a relevant Bachelor degree is reduced to 1 year, instead of the standard minimum requirement work experience of 2 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:** Shows persistence when faced with difficult problems or challenges. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter including security risk management, crisis readiness and preparedness, 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.

**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.

## **MANAGERIAL COMPETENCIES**

**Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly.

**Judgment/Decision-making:** Identifies the key issues in a complex situation and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them.

Takes decisions with an eye to the impact on others and on the Organization. Proposes a course of action or makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

#### **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\\_herat@un.org](mailto:unamava_herat@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#59/11/2018** 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.