



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

Vacancy No.	33/06/2023
Post Title	Field Security Radio Operator
Level	GL-4 (Fixed-Term Appointment)
Organizational Unit	Security Section
Location	Bamyan Field Office
Number of posts	02
Issuing Date	06/06/2023
Closing Date	20/06/2023
Duration	One (1) year

Qualified female candidates are highly encouraged to apply

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

DUTIES AND RESPONSIBILITIES

Within delegated authority, the Field Security Radio Operator will report to the Area Security Adviser through the Mission Security Officer at the Bamyan Field Office on all issues related to security operations and may be responsible for the following duties:

- To monitor all type of communications within CHR and maintain a constant contact with Mission HQ/CCC Radio-Room. Conduct daily accountability check with all UNSMS personnel based or visiting CHR AOR.
- Monitors the various radio channels and report all security incidents to the ASA/DASA.
- Disseminate all security related information to the UNSMS personnel via all communication means available in SOC.
- Provides necessary assistance to all UNSMS staff who request for security assistance through radio channels or telephone.
- To disseminate all UNDSS Advisories and Alert Notifications to UNSMS personnel based or visiting CHR via all possible means of communication.
- To track movement and record all UNSMS Field Mission's details in the daily logbook and in the tracking matrix. To maintain UNSMS personnel staff list and radio-calls database and keep it up to date. To ensure that all UNSMS Road Mission's convoy's procedures are fully implemented and properly recorded.
- To submit CHR SOC Radio-Room's daily activities report to ASA and his/her deputies.
- To handover the duties to incoming shift/radio-operator as per instructions from ASA and his/her deputies. Assists in maintaining and familiarizing self with the weekly/monthly duty rosters for the various sections within the mission.
- Maintain all office and communication equipment assigned to the SOC.
- Reports any damages of any equipment assigned to the SOC and request for technical maintenance or replacement of such equipment.
- To perform the other duties as per directives coming from ASA and his/her deputies.

QUALIFICATIONS AND EXPERIENCE

Education High school diploma or equivalent is required, or a first level university degree in law, political science, international relations, social sciences, or humanities.

Work Experience: With high school diploma a minimum of three (3) years of progressively responsible experience in security is required. Good knowledge of the city, local roads and conditions within the Central Highlands Region. Knowledge of security rules, regulations, and procedures of UN including fire safety and first aid procedures, as well as standard security and safety procedures.

With relevant first level university degree (bachelor) a minimum of one (1) year of progressively responsible experience in security is required. Good knowledge of the city, local roads and conditions within the Central Highlands Region. Knowledge of security rules, regulations, and procedures of UN including fire safety and first aid procedures, as well as standard security and safety procedures.

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

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.

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.

APPLICATIONS

- UNAMA will only accept properly completed and signed Personal History Form (P.11) received by email before the closing date. CVs or Resumes will not be considered nor will late submissions after closing date. Any information provided on the P.11 form will be considered binding.

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and submit the duly completed signed P.11 by e-mail to: unamava_substantive@un.org

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#33/06/2023** into the email subject line when submitting the duly completed and signed P.11 Form and the required documents. Please do not add any other information in the subject line of your email except **VA#33/06/2023**. Please do not add any additional words or space in the VA Number. **Applications received without a VA Number will not be considered.**
- 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 four (4) to six (6) weeks from the deadline indicated on the VA.
- **Required documents to be submitted along with the signed and completed UN P.11:**
- **Serving UN staff members:** In addition to the completed and signed P.11, scanned copies of two most recent e-Performance Evaluation Reports must be submitted with the application.
- **For External applicants:** In addition to the completed and signed P.11, scanned copies of 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.

No fee:

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). The United Nations does not concern itself with information in applicants bank account.

Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother, or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.

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.