

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

Tel: +1-212-963-2668

Fax: +1-212-963-2669

**VACANCY ANNOUNCEMENT # 261/07/2009**

|                   |                         |
|-------------------|-------------------------|
| Title:            | <b>Security Guard</b>   |
| Number of posts:  | Sixteen (16)            |
| Type of contract: | Fixed Term              |
| Category:         | General Service (Local) |
| Grade:            | GSL-2                   |
| Duty station:     | <b>Panjshir</b>         |
| Issuing date:     | 11 August 2009          |
| Closing date:     | 30 August 2009          |

Under the overall supervision of the Regional Administrative Officer (RAO) and direct supervision of the Deputy FSCO & MSO (UNAMA) the incumbent shall fulfill the following duties and responsibilities:

- Respects and implements UNAMA regulations;
- Takes Responsibility for preventing all visitors to enter UN compound with weapons; Protects and guards UNAMA's premises, equipment and the personnel; Reports immediately, cases of damage in the office/compound;
- Prevents other vehicle to be parked in front of the entrance of the UN compound; Reports immediately, any unusual packages, bags or objects left outside the office or within the compound;
- Receives the pouch, parcels for the office only when the proper address and names are indicated. If the addresses are not indicated on the parcels/pouches, should not be accepted;
- Allows and directs other visitors and guests into the reception room. Allows other cars to enter the office's compound only with the permission of the Head of the Office/RAO/DFSCO and the car has to be checked properly;
- Ensures that all the doors and windows of the offices are locked after the working hours and the main gate is also locked with the padlock;
- Keeps all security lights on during the night; Operate generator according to the timetable, provided by the RAO, Security Officer or BMS assistant;
- Ensures that non-UN personnel are not allowed to enter UNAMA premises after the working hours, during the holidays or weekends unless authorized by the Head of the Office/RAO/DFSCO;
- Patrols the compound during the night and secures the office and UNAMA property; Has the ability to write security report either in English or any of the local languages;
- Performs any other duties, as required.

**Competencies:**

**Planning and Organizing:** Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan.

**Creativity:** Ability to actively seek to improve services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.

**Communication:** Proven and sustained communication (verbal and written) skills.

**Teamwork:** Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Qualifications & Experience:**

- High school certificate, any security related experience would be an asset;
- Minimum 2 (two) years of relevant experience. Strong inter-personal and communication skills;
- Fluency in spoken and written Dari and Pashto. Knowledge of English would be an asset

**Applicants meeting the above qualifications are requested to submit the following only:**

- A one-page Covering Letter expressing your interest/ suitability for this Post
- Curriculum Vitae (CV) & the P-11
- Copy of High School
- & a Copy of NID - Tazkira

**Preference will be given to equally qualify female candidates.**

**If you are sending your applications in Hard Copies, please address them to:**

**Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad  
Road, Kabul, Afghanistan,**

**OR**

**UNAMA – Central Regional Office, House # 25-27 (Opp. Netherlands Embassy),  
Street Masjid Anzala, Klola Pushta /Shar-e- Now, Kabul, Afghanistan**

**If you are sending your applications in Soft Copies, please Email your application to:**

**[unamava\\_support@un.org](mailto:unamava_support@un.org) OR [UNAMA-CRO@un.org](mailto:UNAMA-CRO@un.org)**