

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 265/07/2009

Title:	Senior Security Assistant
Number of posts:	One (1)
Type of contract:	Fixed Term Appointment
Grade:	GSL-5
Category:	General Services (Local)
Duty station:	Kabul CRO
Issuing date:	11 August 2009
Closing date:	30 August 2009

Under the direct supervision of the FSCO, Deputy FSCO and MSO the incumbent will perform the following duties:

Duties:

- Assists the FSCO, D/FSCO and or the AFSCO in the daily operations of their offices.
- Assists the FSCO D/ FSCO and the AFSCO to prepare and update the briefing of the staff members of the regions and visitors on the security situation within the region.
- Assists the FSCO, D/FSCO to update regional security plans and warden system.
- Liaising and coordinating with the local government security organizations;
- Maintaining the Security Plan, including updating staff lists;
- Maintaining Minimum Operational Security Standards (MOSS) of the office compound;
- Managing the static guards service and access control measures and procedures;
- Conducting security evaluations and providing advice on security measures for the residences of UN staff and UN offices and compounds; Update the UN Residential Box coordinates.
- Participate in drafting daily and weekly security situation reports, preparing all security Briefing in Power Point Presentation for FSCO/DFSCO/MSO;
- Participate in managing the security clearance process and tracking systems.
- Participate in maintaining accurate staff returns of the UN in Central Region.
- Provides interpretation and translation of local Pashtu, Dari into English and keeps track of the local print media clippings of relevance and/or as required.
- Performs basic first aid in an emergency and manages the office safety and emergency plans as required;
- Performs any other duties assigned by the AFSCO/FSCO or a Security Officer;

Competencies:

Client orientation: professional attitude and demonstration ability to work effectively in a stressful environment; consider all those to whom services are provided as client and seek to things from their point of view.

Teamwork: ability to establish and maintain effective working relationship in a multicultural environment with respect for diversity, including gender balance. Places the priorities of organization before personal agenda;

Communication: effective oral communication skills and demonstrated ability to explain UN security policies and procedures. Maintain a high sense of confidentiality.

Technological awareness: Knowledge of applicable software program (Ms word and Excel)

Qualifications and experience:

Education: High School certificate

Experience: Six (6) years of relevant experience is required. Training with a civilian police or with military police would be an asset.

Language: Fluency (written/spoken) in English as well as Dari and Pashto

Other requirements: Knowledge of HF and VHF radio operations must be mentally and physically fit.

Computer skills (MS Word/ Excel) are required.

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 OR UNAMA-CRO@un.org