

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
 UNAMA  
 Tel: +1-212-963-2668  
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**VACANCY ANNOUNCEMENT # 266/07/2009**

<b>Title:</b>	<b>Senior Security Assistant</b>
<b>Number of posts:</b>	One (1)
<b>Type of contract:</b>	Fixed Term Appointment
<b>Grade:</b>	GSL-5
<b>Category:</b>	General Services (Local)
<b>Duty station:</b>	<b>Panjshir</b>
<b>Issuing date:</b>	11 August 2009
<b>Closing date:</b>	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 Pashto, 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](mailto:unamava_support@un.org) OR [UNAMA-CRO@un.org](mailto:UNAMA-CRO@un.org)**