

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

Tel: +1-212-963-2668

Fax: +1-212-963-2669

**VACANCY ANNOUNCEMENT NUMBERS # 194/06/2009**

|                   |                                                      |
|-------------------|------------------------------------------------------|
| Title:            | <b>Security Assistant</b>                            |
| Number of posts:  | One                                                  |
| Type of contract: | Appointment for Limited Duration (ALD)               |
| Grade:            | GSL-3                                                |
| Category:         | General Services (Local)                             |
| Duration:         | First three months (probationary period – renewable) |
| Duty station:     | <b>Saripul</b>                                       |
| Unit/Section:     | Security Section                                     |
| Issuing date:     | 04 June 2009                                         |
| Closing date:     | 18 June 2009                                         |

Under the direct supervision of the Mission Security Officer (MSO) and overall supervision of the FSCO and Deputy FSCO, the incumbent will perform the following duties:

**Duties:**

- Assist the Security Officer in duties such as mission clearance, mission tracking and, filing of security documents.
- Acts as an intermediate “Interpreter” during field missions.
- Operates a Global Positioning System (GPS)
- Reads and interprets locations from the map.
- Performs basic first aid in an emergency.
- Assists the MSO and FSCO/D-FSCO by providing a safe and efficient driving capability.
- Assists in the safe planning and conduct road missions.
- Assists in an emergency and provides driving support for Security Officers.
- Takes responsibility for maintenance and of the incumbent’s allocated vehicle.
- Checks the vehicle (fuel. Lights, tires, oil, water, break fluid, battery, windshield spray) every morning before driving and reports of any irregularity of the vehicle parts (example any missing parts of the car) and initiates repair or maintenance procedure when maintenance is due.
- Ensures that the vehicles are fully operational for road missions at all times.
- Logs official trips, daily mileage, gas consumption, oil changes, greasing etc, and prepare monthly fuel/mileages report.
- Maintains the function of the radios (VHF and HF).
- Performs any other duties assigned by the MSO or FSCO/D-FSCO.

**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 programme (Ms Word and Excel)

**Qualifications and experience:-**

**Education:** High Scholl certificate with supplement security training

**Experience:** three (3) years of experience and training with a civilian police force, or three (3) years in the military police, or a first level university degree with a minimum of eighteen (18) months experience in the security field.

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

**Other requirements:** Having of valid driving license is essential; Knowledge of HF and VHF radio operations must be mentally and physically fit. Computer skills (MS Word/ Excel) are required.

**Preference will be given to equally qualified women candidates.**

**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 Diploma

**Note:** We request that you kindly review the VA carefully to check that you are meeting the minimum requirement for the post, and then apply. Only those applications will be reviewed that clearly indicate the vacancy number and the Job Title in the email subject line; if the application is being sent via email or on the envelope; if it is being sent in hard copies.

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

**Personnel Section, National Staff Unit, United Nations Operations Center in Afghanistan  
(UNOCA), Jalalabad Road, Kabul, Afghanistan,  
OR**

**UNAMA Mazar Regional Office**

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

**[unamava\\_support@un.org](mailto:unamava_support@un.org)**