



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

Vacancy No.	55/11/2018
Post Title	Field Security Assistant
Level	GL-3 (Fixed-Term)
Organizational Unit	Security Section
Location	Multiple Duty Station (Kabul HQ and Kunduz Field Office)
Number of posts	02
Issuing Date	28/11/2018
Closing Date	04/12/2018

Important note: UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. **CVs or Resumes** will not be considered nor will late submissions after closing date.

DUTIES AND RESPONSIBILITIES

Within delegated authority, the Field Security Assistant may be responsible for the following duties:

- Screens all personnel, packages and vehicles entering the UN complex to ensure authorized access.
- Provides continuous coverage of cameras, telephone and radio communications systems and associated recording units in the Control Centers.
- Prepares daily and weekly work schedules and various periodic reports.
- In the event of emergencies and incidents, alerts relevant units and New York City emergency units and dispatch security personnel to the site under the direction of the Lieutenants in charge of the Control Centers.
- Maintains logs and rosters and initiates chronological logs of events during emergency situations.
- Provides information and directions to all persons associated with the organization.
- Controls pedestrian and vehicular traffic.
- Alert for any potential or actual breaches of security and any disturbances or unusual activity and reports these immediately.
- Ensures that all UN property being carried from the complex is checked for appropriate documentation.
- Performs other related duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent technical or vocational certificate.

Work Experience: A minimum of two (02) years of work experience with high school diploma or equivalent of progressively responsible experience in the military, police, information management or security management is required. Experience in information management with a military, police, international information management, or international security management organization is required. UNDSS certification in any of the following is an asset: Security Certification Programme, Hostage Incident Management, Close Protection Officers Course, and Security Investigation.

Languages: Fluency in written and oral English is required. Pashtu/Dari (both oral and written) is required.

Special Measure: The minimum work experience for GL-3 is not reduced. The special measure approved by the Office of Human Resources Management (OHRM)-UNHQ, is further extended until 31 May 2019 reduces the minimum required years of relevant work experience for filling positions for UNAMA General Service and National Professional Officer positions. The special measure is applicable to all applicants.

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.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behavior.

Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviors to avoid stereotypical responses; does not discriminate against any individual or group.

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.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

APPLICATIONS

- Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: unamava_kabul@un.org
- **Required documents for Serving UN staff members: The two most recent e-Performance Evaluation Reports must be submitted with the application.**
- **For External applicants: 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.**
- **Applicants should indicate VA Number as **Classification-VA#55/11/2018** in the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.**
- Please note that any information provided on the P.11 form will be considered binding.
- **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 two weeks from the deadline indicated on the VA.

Qualified female candidates are highly encouraged to apply

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.