



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

Vacancy No.	44/12/2016
Post Title	Field Security Assistant
Level	GL-3 (Fixed-Term)
Organizational Unit	Special Investigations Unit, Security Section
Location	Kabul HQ
Number of post	01
Issuing Date	18/12/2016
Closing Date	01/01/2017
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:	
<ul style="list-style-type: none">• 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 dispatch security personnel to the site under the direction of the supervisor.• 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.• Investigate accidents and incidents involving UN personnel.• Collect information and evidence related to the case.• Liaise with develop working relationship with UN Agency Focal Points/ANP/ANA/NDS.• Interview witnesses and suspects.• Translate statements and documents related to the case.• Carry out all investigations in a timely manner to expedite submission of reports to Security Management.• Ensure all lines of investigation and evidence/information gathering are examined to ascertain the facts of the incident.• Prepare an accurate and concise investigation report on all allocated incident/accident cases.• Maintain and register a filing system for cases submitted.• Update SIU data bases and filing system for easy reference.• Maintain proper records of incoming and outgoing investigation.	

- Perform any other task assigned by supervisor.

QUALIFICATIONS AND EXPERIENCE

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

Work Experience: A minimum of two (2) years 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 and Dari/Pashtu is required.

Special measure:

The work experience for GL-3 is not reduced as per special measure. It remains 2 years. The special measure approved by the Office of Human Resources Management (OHRM)-UNHQ, until 31 May 2017, 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 behaviour.

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 behaviours to avoid stereotypical responses; does not discriminate against any individual or group.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

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_support@un.org

Required documents: 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 and Post Title on the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number and Post Title 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.