



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

Vacancy No.	43/12/2016
Post Title	Field Security Assistant
Level	GL-5 (Fixed-Term)
Organizational Unit	Pass & ID Unit, Security Section
Location	Kabul HQ
Number of post	01
Issuing Date	15/12/2016
Closing Date	29/12/2016

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 limits of delegated authority and depending on location, the Field Security Assistant will carry out the following duties:

- Receives, records, and appropriately takes action based on information received through all communication means.
- Monitors and controls communications network to ensure security and discipline.
- Monitors adherence to computer and information security guidelines with regard to functions as Pass and ID assistant.
- Works closely with the mission IT section to ensure the implementation and maintenance of all technical related matters that are necessary for smooth functioning of Pass and ID unit.
- Investigates IT security breaches in Pass and ID unit in conjunction with the IT section.
- Conducts security surveys of offices and other mission facilities.
- Obtains comprehensive security information and produces background papers relating to incidents that affect safety and security in the mission.
- Conducts investigations as directed and prepares comprehensive reports on accidents and incidents involving UN personnel, installations and equipment.
- Liaises where necessary with designated host government security, safety and emergency officials.
- Liaises and exchanges security related information with all components of the mission and other UN agencies in the area.
- Prepares and provides security briefings, written security advice and recommendations to the mission hierarchy.
- Produces incident based security and travel advisories.
- Prepares quarterly and other routine reports pertaining of Pass and ID unit.
- Assist to the Chief, Pass & ID Unit on supervise and control of the issuance of UN ID Cards to all International Civilian Staff, UNV, Civilian Police, Military Liaison Officers, Military Contingents, National Staff and Contractors, including of other Organizations/Agencies in support of the UN Mission.
- Assists to the Chief, Pass & ID Unit on production, control and issue the Visitor's Passes, Ground Passes and other gate passes required for entry to UN premises.
- Issue the Vehicle Pass for International and Local Staff/Offices as requested after approval of Chief, Pass & ID Unit.
- Facilitate the production of ID Cards to the other UN Agencies operating within

the Mission Area based on the Chief, Pass & ID Unit approval.

- Assists to the Chief, Pass & ID Unit on maintain and update the Pass & ID database.
- Renew expired ID Cards based on the Pass & ID Unit (SOP).
- Withdraw and hold expired ID Cards.
- Reissuing the IDs and Passes (damage/lost), based on the Security Investigation Unit report provided by the ID/Pass holders and approval of Chief, Pass & ID Unit.
- Prepare requisition of Pass and ID Unit Supplies.
- Maintain and updated record and filing system/Data base of the Pass and ID section.
- Ensure that all ID request forms of International/ National staff are properly filed and kept confidential.
- Conduct any other duty assigned to Senior Pass and ID Assistant by the Chief, Pass & ID Unit.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent technical or vocational certificate is required. Training in military or police procedures and practices, and self-defense techniques is required. Training in martial arts and/or specialized security practices would be an asset. Familiarity with Military or National Police policies and procedures is an asset.

Work Experience: A minimum of four (4) years of progressively responsible security experience with a local, national or private police, security or fire brigade organization. Prior experience working in the UN is desirable. Experience working on computers and IT items is an asset.

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

Special measure:

The minimum work experience for GL-5 is reduced to 4 years, instead of the standard minimum requirement work experience of 5 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.