



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

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| Vacancy No. | 35/09/2019 |
| Post Title | Field Security Guard |
| Level | GL-2 (Fixed-Term) |
| Organizational Unit | Security Section |
| Location | Jalalabad Field Office |
| Number of posts | 01 |
| Issuing Date | 25/09/2019 |
| Closing Date | 09/10/2019 |

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.

QUALIFICATIONS AND EXPERIENCE

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

- Controls entry and ensures security of the organizational premises and staff.
- Undertakes routine patrols of assigned areas, maintaining continual surveillance against fire, water leakage and any other occurrence which might damage premises or staff and keeps up to date records of patrols.
- Assists in the investigation and reporting on all incidents related to the organization of the premises that involve a breach of security procedures, injuries or theft and reports back to supervisor.
- In case of incidents or emergencies in the organization's premises, instructs staff and visitors of security procedures including fire control procedures and evacuation where necessary; and ensures the physical security of premises and staff.
- Performs visitor and contractors registration process. She is the Point of Contact for the reception, recording, requesting extra-ordinary approval from the Compound Security Supervisor, and dissemination of information related to the visit to the appropriate parties.
- Issues, controls and maintains an updated inventory of compound visitor, contractor, and other temporary passes that grant access to the compound.
- When working in the security screening post, performs manual body search on female staff members, visitors or contractors as required.
- Responds to enquiries and provides appropriate information or suggests alternative sources of information.
- Maintains security personnel lists.
- Assists in liaising as necessary with police authorities, local administration, fire services and other emergency services.
- Ensure proper access of female participants to venues where UNAMA events are held outside of UN Premises.
- Support air operations/flight security by deploying at HLS for the purpose of female passenger screening.
- Knows all Post Orders/SOPs and precisely implements them.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent

Work Experience: A minimum of one (1) year of security experience. Good knowledge of the city, local roads and conditions where the office is located. Knowledge of security rules, regulations, and procedures of UN including fire safety and first aid procedures,

as well as standard security and safety procedures in order to undertake both patrols of buildings and grounds and routine monitoring and granting of entry to the premises and physical fitness. Knowledge of air terminal safety/passenger screening procedures. **Languages:** Fluency in written and oral English is required. Fluency in Dari or Pashtu is required.

Special measure: The minimum work experience for GL-2 is not reduced. The special measure approved by the Office of Human Resources Management (OHRM)-UNHQ is further extended until 31 December 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.

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.

Accountability: Takes ownership for all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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_jalalabad@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 as **VA#35/09/2019** 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.