



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

Vacancy No.	08/05/2017
Post Title	Field Security Radio Operator
Level	GL-4 (Fixed-Term)
Organizational Unit	Security Section
Location	Badakhshan Field Office,
Number of post	01
Issuing Date	10/05/2017
Closing Date	24/05/2017

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.**

QUALIFICATIONS AND EXPERIENCE

Field Security Radio Operator at this level may be responsible for the following duties:

- Supports and assists the Mission Security Officer (MSO) in Badakhshan on day to day functions and duties and within delegated authority,
- Supports the Area Security Coordinator (ASC) and the MSO during all Area Security Management Team (ASMT) meetings;
- Liaises with UN agency security officers and offices to harmonize security activities for staff and properties in UN facilities;
- Supports the Administration office in record keeping and securing them;
- Supports meetings and field missions of the Head of Office (HoO) in his/her capacity as ASC;
- Keeps a record of attendance and duty performance of all UNAMA security guards;
- Plays proactive role during times of security and medical evacuations of staff;
- Maintains close working relationship with provincial security entities;
- Conducts radio checks with all International Staff and Re-locatable National Staff including UN Agencies and Visitors at designated hours daily;
- Monitors the various radio channels and report all security incidents to the Security Duty Officer;
- Assists in broadcasts of all security related information to the mission Staff Members via the various radio channels as directed by Security Duty Officer;
- Provides necessary assistance to all UN staff and responds to all telephone calls coming into the radio room and direct the person to the appropriate section or staff;
- Securely maintains all spare keys to mission offices;
- Assists in recording and maintaining all activities occurring during his/her shifts;
- Assists in maintaining the telephone numbers and call signs of all staff and Visitors;
- Assists in maintaining and familiarizing self with the weekly/monthly duty rosters for the various sections within the office;
- Maintains all equipment assigned to the radio room;
- Reports any damages of any equipment assigned to the radio room and arrange for the repairs of such equipment;
- Performs other duties as directed by the security officer or HoO/ASC.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent and a valid driver's license free of driving violations.

Work Experience: Minimum two (2) years of experience in security. 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.

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

Special measure:

The minimum work experience for GL-4 is reduced to 2 years, instead of the standard minimum requirement work experience of 3 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.

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.

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.

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_kunduz@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.