



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

Vacancy No.	26/08/2019
Post Title	Field Security Radio Operator
Level	GL-4 (Temporary till 31 December 2019)
Organizational Unit	Security Section
Location	Gardez Field Office
Number of post	01
Issuing Date	05/08/2019
Closing Date	19/08/2019

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.

DUTIES AND RESPONSIBILITIES

Within delegated authority, the Field Security Radio Operator at this level may be responsible for the following duties:

- Conduct periodic radio checks with Guards on duty, National and international staff members including staff members of UN AFP and communication center(s) of Host Nation Security Agencies and prepare compliance report.
- Conducts radio checks with all International Staff and Re-locatable National Staff including UN Agencies and Visitors at designated hours daily.
- Operate and monitor CCTV cameras, HF (Codan) & VHF/UHF radios, sat-phones, mobile, VSAT and maintain daily radio and operations log book and report all security incidents to the Security Duty Officer
- Assists in broadcasting all security related information to the UN staff members through all available communication tools as directed by Security Duty Officer.
- Provides necessary assistance to all UN staff and staff of other affiliated organizations who may need security assistance through radio channels or telephone.
- Send emergency alerts through all available communication means when required as instructed.
- Enable staff head Count of All UNAMA and AFPs during an Emergency in collaboration with the respective radio room /Wardens and prompt reporting to Security Duty Officer.
- Record and track UN vehicles and staff movements during missions within the SER and coordinate movement of the staff member with other regions if the mission of any staff member expands SER`s AOR
- Advises all radio users who stray to the security channel with matters not related to security to switch to the proper channel.
- Responds to all telephone calls coming into the radio room and direct the person to the appropriate section.
- Maintains control of all spare keys to mission offices. Register the withdrawal and return of all keys in the key register log book. Maintain the key control register.
- Maintain a detailed incident log book for the daily security reports.
- Periodically check and maintain an updated list of staff members including their contact details and call signs, staffs of contractors, Warden List and relevant authorities of Host Nation Agencies within the SER.
- Maintains the radio room equipment in a functional manner. Reports all defects. Monitors, records and issues keys and other equipment from radio room as

required.

- Assists in maintaining and familiarizing self with the weekly/monthly duty rosters for the various sections within the mission.
- Reports any damages of any equipment assigned to the radio room and arrange for the repairs of such equipment.
- Perform other duties as directed by the Supervisor.

QUALIFICATIONS AND EXPERIENCE

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

Work Experience: Minimum three (3) 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: Working knowledge in written and oral English is required. Fluency in Dari or Pashtu is required.

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.

Technological Awareness: Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

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_gardez@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#26/08/2019** 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.