



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

Vacancy No.	50/11/2018
Post Title	Field Security Radio Operator
Level	GL-4 (Fixed-Term)
Organizational Unit	Security Section
Location	Multiple Duty Station (Mazar, Jalalabad and Badakhshan Field Office)
Number of posts	04
Issuing Date	25/11/2018
Closing Date	01/12/2018

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:

- Conducts radio checks with all Security Guards on duty daily.
- Conducts radio checks with all International Security Officers at designated hours daily (including weekends and holidays).
- 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 all security related information to the mission Staff Members via the various radio channels as directed by OIC Guard Force Management/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.
- 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.
- Assists in recording and maintaining all activities occurring during his/her shifts.
- Assists in maintaining an updated list of all emergency contact numbers.
- Assists in maintaining the telephone numbers and call signs of all senior security personnel, International and National Staff including UN Agencies and Visitors.
- Assists in maintaining and familiarizing self with the weekly/monthly duty rosters for the various sections within the mission.
- 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.
- 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: A minimum of three (03) 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 are required. Pashtu/Dari (both oral and written) are desirable.

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, is further extended until 31 May 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.

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.

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_kabul@un.org
- **Required documents for 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 Classification-VA#50/11/2018 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.