

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

Tel: +1-212-963-2668

Fax: +1-212-963-2669

VACANCY ANNOUNCEMENT # 261/07/2009

Title:	Security Guard
Number of posts:	Nine (9)
Type of contract:	Fixed Term Appointment
Category:	General Service (Local)
Grade:	GSL-2
Duty station:	Panjshir
Issuing date:	15 July 2009
Closing date:	30 July 2009

Under the overall supervision of the Regional Administrative Officer (RAO) and direct supervision of the Deputy FSCO & MSO (UNAMA) the incumbent shall fulfill the following duties and responsibilities:

- Respects and implements UNAMA regulations;
- Takes Responsibility for preventing all visitors to enter UN compound with weapons; Protects and guards UNAMA's premises, equipment and the personnel; Reports immediately, cases of damage in the office/compound;
- Prevents other vehicle to be parked in front of the entrance of the UN compound; Reports immediately, any unusual packages, bags or objects left outside the office or within the compound;
- Receives the pouch, parcels for the office only when the proper address and names are indicated. If the addresses are not indicated on the parcels/pouches, should not be accepted;
- Allows and directs other visitors and guests into the reception room. Allows other cars to enter the office's compound only with the permission of the Head of the Office/RAO/DFSCO and the car has to be checked properly;
- Ensures that all the doors and windows of the offices are locked after the working hours and the main gate is also locked with the padlock;
- Keeps all security lights on during the night; Operate generator according to the timetable, provided by the RAO, Security Officer or BMS assistant;
- Ensures that non-UN personnel are not allowed to enter UNAMA premises after the working hours, during the holidays or weekends unless authorized by the Head of the Office/RAO/DFSCO;
- Patrols the compound during the night and secures the office and UNAMA property; Has the ability to write security report either in English or any of the local languages;
- Performs any other duties, as required.

Competencies:

Planning and Organizing: Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan.

Creativity: Ability to actively seek to improve services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.

Communication: Proven and sustained communication (verbal and written) skills.

Teamwork: Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications & Experience:

- High school certificate, any security related experience would be an asset;
- Minimum 2 (two) years of relevant experience. Strong inter-personal and communication skills;
- Fluency in spoken and written Dari and Pashto. Knowledge of English would be an asset

Application Submission Guidelines:

Applicants meeting the above qualifications are requested to submit the following only:

- A one-page Covering Letter expressing your interest/ suitability for this Post
- Curriculum Vitae (CV) & the P-11
- Copy of High School Diploma
- & a copy of NID - Tazkira

If you are sending your applications in Hard Copies, please address them to:

Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road, Kabul, Afghanistan,

OR

UNAMA Kabul Central Regional Office

If you are sending your applications in Soft Copies, please Email your application

to: unamava_support@un.org OR UNAMA-CRO@un.org