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## MISSION IN COLOMBIA JOB OPENING

### Internal / External

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**Job Title & Level:** **ASSISTANT SECURITY OFFICER, NO-A**

**Department/Office:** **UN MISSION IN COLOMBIA**

**Location:** **VILLAVICENCIO, COLOMBIA**

**Posting Period:** **16 - 22 June 2016**

**Job Opening Number:** **MC-NJO-2016-011 (re-advertisement of MC-NJO-2016-006)**

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UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

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The Human Resources Section Invites all interested and qualified candidates to apply for the announced position. All interested Candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email [MCrecruitment@un.org](mailto:MCrecruitment@un.org)

**Important Notice:** Applicants are required to submit only the P-11 form at this time, so please do not submit any additional documents such as Curriculum Vitae or educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment/interview process.

#### **Organizational Setting and Reporting**

These positions are located in the Security Section. The incumbent reports to the Field Security coordination Officer (FSCO). She/he effectively supports the coordination of the safety and security of UN staff. UN property, project personnel and eligible dependents in field duty stations; enhances the credibility of the United Nations as an instrument of peace and justice.

**Responsibilities:**

Under the overall direction of the FSCO covering the respective region and within limits of delegated authority, the Assistant Security Officer will be responsible for the following duties:

**General:**

- Assists the FSCO in the security operations management in his/her AOR; Serves as a member and assists the FSCO in organizing the Area Security Management Team (ASMT) meetings; Assists, develops and monitors the implementation of security contingency plans for his/her AOR
- Establishes and maintains close relations with host country security agencies, and acts as liaison between the senior security professional and the host country services.
- Serves as a member of the United Nations Area Security Cell, contributing to the implementation and the evaluation of the effectiveness of the security plan.
- Assesses prevailing local security conditions, identifying security trends and advising UN staff, project personnel and dependents on potential security problems, such as mines, kidnapping, armed attacks, arrest and detention.
- Supports the ongoing evaluation of air, land and sea evacuation routes and resources for use in emergencies, ensuring the availability of vehicles, aircraft, vessels, fuel supply and assessable roads.
- Ensures that fire detection devices and fire-fighting equipment are available on the premises. Maintains fire evacuation plan and conducts fire drills and training as necessary.
- Supports office security by conducting physical security inspections of facilities, issuance of identity cards if possible background checks and entry control.
- Provides advice and training to staff and dependents on residential security measures such as window guards, alarm systems and locks to minimize burglar intrusions.
- Maintains dialogue with authorities and international institutions such as Red Cross in the event of natural disasters.
- Ensures availability of emergency communications systems by making periodic checks to determine if system is functioning properly; arranges for necessary repairs or adjustments.
- Supports the investigation of accidents involving UN vehicles and prepares report of findings.
- Supports the investigation of security-related incidents prepares report of findings.
- Performs other duties as required.

## **Competencies:**

**Professionalism:** Strong analytical skills, and experience in information collection and management; excellent drafting and editing skills with the proven ability to produce cogent reports and edit the work of others; ability to produce forward-looking, pre-emptive analytical products and relevant leadership advice; proven ability to integrate different perspectives into analytical products; ability to coordinate with many different actors, to develop and foster collaboration and contact networks and to work in a multicultural, multi-ethnic environment and maintain effective working relations with people of different national, professional and cultural backgrounds; experience developing and executing a programme throughout its life cycle. Conscientious and efficient in meeting commitments, observing deadlines and achieving results; motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; and remains calm in stressful situations; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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 of all responsibilities and honors 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.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

## **Education:**

An advanced university degree (Master's degree or equivalent) in security management, information management or business administration / political science or international relations with a focus on security management is required. A first-level university degree in combination with an additional two (2) years qualifying experience may be accepted in lieu of the advanced university degree.

**Work Experience:**

A minimum of one to two years of progressively responsible experience in military, or police, or security management (preferably in the police or military context or related area) is required.

Desirable experience: security planning, security operations, security risk assessment, standard operating procedures, physical security, coordination with local authorities and law enforcement agencies, emergency communication system, crisis management, hostage incident management, security administration, security logistics in a post-conflict environment, security staffing in post-conflict and multicultural environment.

**Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Spanish (both oral and written) is required.

**United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations – Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.