



African Union – United Nations Hybrid Operation in Darfur

Job Opening

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| Post Title: | Field Security Assistant |
| Post Level: | GL-6 |
| Location: | Golo/Zalingei |
| Job Opening Number: | UNAMID-JO-ZAL-18-0017 |
| Opening Date: | 31 January 2018 |
| Job Opening Closing Date: | 14 February 2018 |

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational Setting and Reporting

This position is located in the Security and Safety Section of the Africa Union-United Nations Mission in Darfur (UNAMID) in Golo, Zalingei. The Field Security Assistant reports to Field Security Coordination Officer. S/he will support and assist the Chief Security Adviser (CSA) and Deputy Security Adviser (DSA) in the Field Mission to ensure the Safety and Security of UN staff members, their eligible dependents and UN facilities and property in the mission area. When and if required the Field Security Assistant will provide support to the mission's security trainings and planning activities.

Duties and responsibilities:

Within limits of delegated authority and depending on location, the Field Security Assistant will carry out the following duties:

- Coordinates the opening, closure and entry into buildings to ensure security of the mission premises and issues building passes as appropriate.
- Manages all aspects of the administration and work of security guards and watchmen.
- Ensures that routine patrols and/or sector patrols are conducted to check security of buildings, personnel, equipment and adherence to rules and regulations.
- Ensures receipt, recording and appropriate actions are taken on information received through all communication means.
- Coordinates monitoring and control of communications network to ensure security and discipline.
- Ensures adherence to computer and information security guidelines.

- Ensures close cooperation with the mission IT section to facilitate the implementation and maintenance of all technically related matters that are necessary for a secure IT network environment.
- Investigates IT security breaches in conjunction with the IT section and provides recommendations to the supervisor.
- Conducts periodic security surveys of offices and other mission facilities to identify weakness and proposes possible solutions.
- Instructs security and safety personnel in the performance of security services, including fire control and physical security of the premises, first aid procedures, use of equipment and operation of automated alarm and video surveillance system.
- Conducts investigations as directed and prepares comprehensive reports and recommendations on accidents and incidents involving UN personnel, installations and equipment.
- Liaises where necessary with designated host government security, safety and emergency personnel at the working level to facilitate fact-findings and recommendations.
- Exchanges security related information with mission components at the working level and UN agencies in the same area to ensure an awareness of the current security issues, as needed.
- Conducts threat assessments and comprehensive site surveys.
- Prepares and provides security briefings, written security advice and recommendations to the mission hierarchy.
- Produces incident based security and travel advisories.
- Prepares quarterly and other routine security reports.
- Perform other functions as may be directed by the Supervisor.

Competencies

- **Professionalism** – Knowledge of United Nations Security policies, procedures and practices. Demonstrated sound judgment in applying United Nations Security policies, procedures and practices and in applying technical expertise to resolve a range of protection issues/problems. Ability to lead and motivate officers under command as well as manage and evaluate performance of officers under command. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **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 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.

Qualifications and Experiences:

Education: Completion of high school education and training in military or police procedures and practices, and self-defense and security techniques is required. Training in martial arts and /or specialized security practices would be an asset.

Experience: A minimum of seven (7) years of experience in security related work including military, police, security, or fire-fighting duties combined with experience in UN security operation or on-the-job training or experience in (i) Fire-Fighting; (ii) Access Control Systems. Such experience would be indicative of the ability to perform the duties and responsibilities of this position at a high level. Mental and physical fitness. Ability to perform duties in uniform and at times civilian clothes as directed by the Supervisor. Ability to withstand long periods of standing while performing the duties.

Language: Fluency in both spoken and written English and Arabic is required.

Other skills: Computer Skill

Important Consideration for Applicants:

This position is locally recruited. UNAMID will not provide accommodation to locally recruited staff.

WARNING TO APPLICANTS:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

HOW TO APPLY

Interested and qualified applicants should submit their application together with the United Nations Personal History form (P.11) and/or CV along with copies of own Birth Certificate, Sudanese Resident Certificate, Academic/University Diploma and previous employment certificates by one of the following methods:

By Hand: Deliver to UNAMID, Zalingei, Super Camp Security main gate

By Email: All applicants are strongly encouraged to apply by e-mail: unamidjo-zlg@un.org

Note: All applicants **must** indicate the JO No., Post Title and Duty Station to which they are applying on the subject line (by email) and/or on the sealed envelope (by hand delivery). E.g. **UNAMID-JO-ZAL-18-0017, Field Security Assistant, GL-6.**

Please ensure that you indicate clearly your email address and telephone contact in your P.11 and cover letter.

Please do not submit original certificate(s) with the applications.

In line with the UN policy on gender balance, female candidates are encouraged to apply

POSITIONS OPEN FOR SUDANESE NATIONALS ONLY.

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