



TRUCE SUPERVISION ORGANIZATION

TEMPORARY JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	17/015
DEADLINE FOR APPLICATION:	19 April 2017
DATE OF ISSUANCE:	12 April 2017
POST TITLE:	Field Security Assistant
POST LEVEL:	GS-5
POST NUMBERS:	30907861
SECTION:	Security Section
DUTY STATION:	Jerusalem
DURATION:	Until 14 August 2017

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

Responsibilities

Under the overall direction of the Chief Security Officer, the direct supervision of the Security Operations Supervisor and within limits of delegated authority the incumbent will be responsible for the following duties in the assigned area of work:

- Provide security and fire protection of all fixed and moveable property of the UNTSO, staff and visitors.
- Provide protection to staff and visitors while on UNTSO premises or when traveling in a security vehicle.
- Conduct investigations of minor nature and translates documents (e.g. police reports) from Hebrew/Arabic into English.
- Respond to security and safety incidents including thefts, accidents, fires and preparing reports on actions taken;
- Supervise the enforcement of security and safety measures including screening of visitors into the complex,
- Check the movement of persons within the premises to detect any unlawful entry or acts as well as the implementation of fire prevention and fighting measures/precautions;
- Monitor traffic flow and enforcing parking regulations, reprimanding violators as well as reporting on such violations;
- Ensure that ground and building patrol inspection are conducted as well as routine search to detect any suspicious acts or irregularities;
- Investigate reported incidents including interviewing and obtaining statements of complainants and witnesses and preparing required reports;
- Implements Emergency Operation Plans and co-ordinates activities during emergency response, back-tip operation and recovery actions;
- Assists in conducting fire and general safety exercises covering preventative and protective measures including organizing fire and building evacuation drills;
- Enforces all access control policies, practices and procedures and reports all breaches of such to ranking security personnel.
- Supervises Security Team Leaders in the general administration, monitoring and following-up of their assignments by:
 - giving daily work instructions and direction to assigned national security officers;
 - preparing correspondence and other reports; necessary record-keeping,
 - evaluates performance, reviews work, recommends approval of sick and annual leave (annual roster);
 - liaising with security personnel front other UN Agencies on security and safety incidents and other matters of operational concern.
- Performs other duties as assigned.

Competencies

Professionalism: Good basic skills in security specialization to be able to recognize and evaluate the seriousness of threats and potential dangers; ability to effectively deal with stress factor when encountered in security management; good technical skills to understand and consolidate the varying specializations such as electronics, communications, mechanics, explosives and other sophisticated devices encountered in security system management; commitment to implementing the goal of gender

equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations; well-developed analytical skills. **Communication:** Proven ability to write concisely and clearly and communicate effectively orally; Good communication skills to train other security and safety officers. **Teamwork:** Good inter-personal skills; ability to establish and maintain effective working relations with mission directors, security officers in other agencies, specialist in other field related to security, representatives of local and national governments and the non-government community, with sensitivity and respect for diversity.

Education

High school diploma or equivalent with supplementary security management or related training.

Work Experience

At least five (5) years of progressively responsible working experience in different areas of security and safety operations, physical security, fire prevention and suppression, emergency medical and hazardous material response, video imaging badge systems and methods of instruction or related area. (Experience within the UN Security Service is desirable).

Languages

Fluency in spoken and written English; working knowledge of spoken and written both Arabic and Hebrew is desirable.

Other Skills

Duties may require long periods of standing. Applicants are required to be available for shift work. Possession of a valid driver's license is required. **Please attach copy of driver's license at the time of application.**

Assessment Method

Short-listed applicants may be evaluated through a competency-based interview and/or other assessment methods.

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. 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.

SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

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 APPLICANTS' BANK ACCOUNTS.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED

How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:

All applicants are strongly encouraged to apply online.

When you visit the UNTSO Website, <http://untso.unmissions.org>, go to the UNTSO Job Vacancies page where all available vacancies will be listed in the webpage.

1. To start the application process, applicants must download a [Personal History "P.11"](#) form. **Note:** Any other form of application will not be accepted.
2. Once the download is finished, complete and save your Personal History Form and then e-mail it to the following e-mail address: untso_staffing@un.org.
3. In completing the P.11 form, please note that all fields must be completed accurately to the best of your knowledge. Additionally, you are encouraged to fill all of the fields to best convey your personal ambitions.
4. Your application will be screened and evaluated against the requirements as specified in the particular vacancy and your name may be put forward for that specific announcement only.
5. In view of the high volume of applications received, only those applicants who are included in the roster will be notified.

At your interview

The United Nations' greatest asset is the quality of its staff. To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioral interviews" or "criterion based interviews." Such interviews are based on the concept that past behavior and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations.

For more information on competency based interviews, click [here](#).

**Applications should be addressed to: Chief Human Resources Officer, UNTSO
Email: untso_staffing@un.org**