



TRUCE SUPERVISION ORGANIZATION

TEMPORARY JOB OPENING – INTERNAL / EXTERNAL

JOB OPENING NUMBER:	18/041
DEADLINE FOR APPLICATION:	01 January 2019
DATE OF ISSUANCE:	18 December 2018
POST TITLE:	Field Security Assistant
POST LEVEL:	G-4
POST NUMBERS:	30907731
SECTION:	Security Section/UNLOC
DUTY STATION:	Ismailia

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

Special Notice

The temporary position is intended to fill the functions for a short-term duration of six (6) months with a possibility of extension subject to the availability of the position. Recruitment for this position is done on a local basis, whether or not the candidate is a resident of the duty station. Candidates should have no expectation of any fixed-term appointment possibility after the end of this temporary appointment. Subsequent to the initial temporary appointment, new and successive temporary appointments may be granted for service in the same office or in a different office any number of times, for any duration, provided that the length of service does not exceed the period of 364 calendar days.

Responsibilities

Under the overall direction and supervision of the Chief Security Officer, the incumbent will be responsible but not limited to the following duties:

- Provides security and fire protection of all fixed and moveable property of the UNLOC offices, staff and visitors;
- Provides general administrative support services in order to assist the Security Officers fulfill their duties vis-a-vis staff members and their dependents;
- Assists with data consolidation and dissemination of relevant security information required for the analysis of the security situation by the Chief Security Officer (CSO), Deputy Chief Security Officer (DCSO) and Security Officers;
- Assists the Security Officers in the Security Operations Centre with the preparation of any security related documents including Security Plans, Security measures, RSM, regular reports and any other reports related to the Security Section activities;
- Provides support during the implementation of the Security Plan under the directions of the Chief Security Officer;
- Assists in reviewing the logistics requirements and other related actions required for the preparation of training courses, drills and other security exercises;
- Monitors and facilitates the implementation of security policies and procedures in close coordination with the security operation unit's supervisors and others;
- Provides support in organizing and conducting security awareness and preparedness activities, and provides security orientation to newly assigned staff members, as well as conducting security briefings, as required;
- Assists with the preparation of the Induction Training courses, related presentations and documents;
- When and if required, prepares security presentations for the CSO and the Security Officers in other units.
- Provides support to LOC outreach activities during field visits, through communication and liaison with local law enforcement.
- Provide training support to the GF team in areas such as access procedures, vehicle searches, patrolling, screening, report writing, logging in occurrence book.
- Frequently tests and exercise all compound alarm schemes and response procedures.
- Be prepared to brief HoM/CSO/DCSO and other visiting parties on the relocation and evacuation arrangements.
- Be knowledgeable of the LOC Warden system
- 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 is required. Specialized Security training/courses are desirable.

Work Experience

A minimum of three (03) years of relevant experience in Security or related areas such as Police and Military experience, security and safety operations, physical security, fire prevention and suppression, emergency medical and hazardous material response or related area. (Experience within the UN Security Service is desirable).

Languages

Fluency in English is required; working knowledge of Arabic (read, speak and understand) is desirable.

Other Skills

Valid National Driving License is required. Working knowledge of Microsoft Office applications (Word, Excel, PowerPoint, etc.) is required.

Assessment Method

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

United Nations Considerations

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

Only applications submitted online will be considered.

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

The UNTSO Jobs page, <https://untso.unmissions.org/untso-jobs>, will include all Job Openings.

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.
4. Submit a written cover-page application in addition to your completed and signed Personal History form.
5. 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.
6. In view of the high volume of applications received, only those applicants who are included in the roster will be notified.
7. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
8. For **internal candidates:** Ensure that your application is scanned to untso_staffing@un.org from your personal or UN email account and include the JO number on the subject heading with a return receipt request. Applications that do not comply to this standard will not be validated.
9. For **internal candidates and UN staff from agencies:** Attach your latest two ePerformance Reports.
10. For **external candidates:** Attach your latest two performance appraisal reports if applicable.

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