



## TRUCE SUPERVISION ORGANIZATION

## JOB OPENING – EXTERNAL / INTERNAL

VACANCY NUMBER:	22/027
DEADLINE FOR APPLICATION:	17 December 2022 (23:59 Duty Station Local Time)
DATE OF ISSUANCE:	18 November 2022
POST TITLE:	Field Security Assistant
POST LEVEL:	G-6
POST NUMBERS:	30907870
SECTION:	Security
DUTY STATION:	Jerusalem

---

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

---

**QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**

*UNTSO was the first peacekeeping operation established by the Security Council, in its resolution 50 (1949), and continues to represent the commitment of the Council to assist in the implementation of the 1949 Armistice Agreements and their attendant ceasefires. In its resolution 73 (1949), the Council requested the Secretary-General to arrange for the continued service of such UNTSO personnel as might be required in observing and maintaining the ceasefire, as requested by the Council in its resolution 54 (1948), and as might be necessary in assisting the parties to the Agreements in the supervision of the application and observance of the terms of those Agreements. UNTSO is mandated to observe and maintain the unconditional ceasefires and assist the parties to the 1949 Armistice Agreements in the supervision of the application and observance of the terms of those Agreements. Its mandate derives from Security Council resolutions and decisions, including foundational resolutions 50 (1948), 54 (1948), and 73 (1949). UNTSO's activities are spread over Egypt, Israel, Jordan, Lebanon and the Syrian Arab Republic to maintain the regional liaison architecture established under the Armistice Agreements.*

### Responsibilities

Under the overall direction of the Chief Security Officer / Deputy Chief Security Officer and within limits of delegation of authority, the Field Security Assistant reports to the Security Information and Coordination Unit (SICU) supervisor on all aspects of the day-to-day SICU operations and will perform the following functions:

- Monitor, collect and collate security information within UNTSO's Area of Operations (AoO) and Area of Interests (AoI) as it pertains to security trends, incidents, events, threats and UNTSO vulnerabilities which may affect the safety and security of UNTSO operation, assets, personnel, and eligible dependents;
- Develop and maintain a network of credible sources and interlocutors in order to obtain real time Security Threat Information (STIs), which can affect UNTSO's personnel and operations.
- Continuously liaise with United Nations Department of Safety and Security (UNDSS), Agency Funds and Programmes (AFPs), Area Security Officers (ASOs) and other security focal points across the five (5) countries of UNTSO's Area of Responsibilities (AoRs) on matters of strategic security interests.
- Analyze and maintain an overview of the general security situation within UNTSO's AoR;
- Identify and summarize security related headlines, verify text of local open media sources and other information before inputting into the Security Information and Coordination Unit's Situational Awareness Geospatial Enterprise database (SAGE);
- Ensure that the UNTSO security (SAGE) database is kept updated;
- Assist the SICU Supervisor in providing security assessments, risk analysis and advice to enable UNTSO to operate with greater safety and security throughout the mission-area.
- Conduct threat and risk assessments, draft and edit respective documents and provide security briefings when required.
- Support with the drafting of scenario based contingency plans and coordinate the implementation of emergency responses and support from host government authorities.
- Provide local knowledge and expertise to other Units when required.

- Ensures receipt, recording and appropriate actions are taken on information received through all communication means.
- Ensures adherence to computer and information security guidelines in accordance with UN information policies.
- Ensures close cooperation with the mission Field Technology Section (FTS) section to facilitate the implementation and maintenance of all technically related matters that are necessary for a secure IT network environment.
- 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.
- Draft security advisories for UNTSO personnel at HQ Jerusalem and Outstations.
- Prepares quarterly and other routine security reports.

## Competencies

**Professionalism** – Knowledge of data management concepts and the ability to manage security challenges in a diverse work environment. Demonstrated sound judgment in applying SICU related procedures and practices and in applying technical expertise to resolve a range of logistic issues/problems with harvesting credible security information in a timely manner; 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; tailor's 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.

## Education

High school diploma or equivalent is required. Training in military, international security or police in procedures and practices is desirable. Training in specialized security practices is an asset. A professional security certification from either UN, other international organizations or Host Country is desirable

## Work Experience

A minimum of seven (7) years of progressively responsible security experience with a local, national or private police, international or local security is required. Experience within the UN or other international organizations' security service is desirable.

A minimum of five (5) years of progressively responsible experience within a Security Information and Operation Centre (SIOC) or Security Information and Coordination Unit (SICU) producing analytical documents and managing a database is desirable.

## Languages

English and French are the working languages of the United Nations Secretariat. Fluency in spoken and written English is required. Working knowledge of Arabic and/or Hebrew (read, speak and understand) is highly desirable.

NOTE: "Fluency" equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in two of the four areas.

## Other Skills

Applicants are required to be available for shift work. A valid driver's license in Israel and West Bank is required (**attach a copy of your license**). Experience in the usage of computers and office software packages (MS Word, Excel, Access, PPT, etc.) is required.

## Assessment Method

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

**SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**

- **APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED**
  - **ONLY APPLICATIONS SUBMITTED ONLINE WILL BE CONSIDERED**
  - **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT**
- 

**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 (P.11) and then e-mail it to the following e-mail address: [untso\\_staffing@un.org](mailto: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 P.11 form.
  5. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
  6. 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.
  7. In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified.
  8. For **internal candidates**: Ensure that your application is scanned to [untso\\_staffing@un.org](mailto: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 Performance Reports.
  10. For **external candidates**: Attach your latest two performance appraisal reports if applicable.
- 

**United Nations Considerations**

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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 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.**

**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 "behavioural interviews" or "criterion based interviews." Such interviews are based on the concept that past behaviour 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.

More information on competency-based interviews at <https://careers.un.org>

---

**Applications should be addressed to:** **Chief Human Resources Officer, UNTSO**  
**Email: [untso\\_staffing@un.org](mailto:untso_staffing@un.org)**

---