



## TRUCE SUPERVISION ORGANIZATION

## JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	18/014
DEADLINE FOR APPLICATION:	01 August 2018
DATE OF ISSUANCE:	02 July 2018
POST TITLE:	Field Security Assistant
POST LEVEL:	G-5
POST NUMBERS:	30013067 & Roster
SECTION:	Security Section
DUTY STATION:	Jerusalem

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

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### Responsibilities

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

- Monitor, collect and collate information in AoR on incidents, events, threats and UNTSO vulnerabilities that may affect the safety and security of UNTSO operations, assets, personnel and eligible dependents in the duty station.
- Monitor open media and other sources, identify and summarize security-related headlines and text of media (from either Arabic, English and/or Hebrew), and corroborate information gathered.
- Produce and or draft security reports (Daily, Bi-Weekly, Monthly, Quarterly, STAs, others) and presentations.
- Apply IT skills in various database and word processing applications (Sage, Microsoft products, others).
- Support the security and fire protection of all fixed and moveable property of the UNTSO, staff and visitors.
- Conduct investigations of minor nature. Interview and obtain statements of complaints, submit report and translate documents (e.g. police reports) from Hebrew/Arabic into English and vice-versa.
- Respond to security and safety incidents including thefts, accidents, fires and preparing reports on actions take.
- Support activities to monitor the movement of persons within the premises, detect any unlawful entry or acts, and implement fire prevention and fighting measures/precautions.
- Support ground and building patrol inspection as well as routine search to detect any suspicious acts or irregularities.
- Support Emergency Operation Plans and co-ordinate activities during emergency response, back-tip operation and recovery actions.
- Assist in conducting fire and general safety exercises covering preventative and protective measures including organizing fire and building evacuation drills.
- Support all access control policies, practices and procedures and reports all breaches of such to ranking security personnel.
- 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 officers. **Teamwork:** Good inter-personal skills; ability to establish and maintain effective working relations with mission directors, security officers in other agencies, specialists in other fields 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. Applicants must have a minimum of 2 years work experience in an analytical team. Experience working in international organizations including INGOs is required. Service in the military or police is desirable.

## Languages

Fluency in English is required. Working knowledge of Arabic and Hebrew is required.

## Other Skills

Report drafting and writing skills are highly desirable. Possession of a valid driver's license is required, please attach a copy of the license at the time of application.

## Assessment Method

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

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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.**

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**\*APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED\***

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

Only applications submitted online will be considered.

The UNTSO Jobs page, <https://untsu.unmissions.org/untsu-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: [untsu\\_staffing@un.org](mailto:untsu_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. 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.
6. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
7. For **internal candidates**: Ensure that your application is scanned to [untsu\\_staffing@un.org](mailto:untsu_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.

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## 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](#).

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

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