

**TRUCE SUPERVISION ORGANIZATION****JOB OPENING – INTERNAL / EXTERNAL**

<b>VACANCY NUMBER:</b>	<b>19/006</b>
<b>DEADLINE FOR APPLICATION:</b>	<b>25 February 2019</b>
<b>DATE OF ISSUANCE:</b>	<b>11 February 2019</b>
<b>POST TITLE:</b>	<b>Field Security Guard</b>
<b>POST LEVEL:</b>	<b>G-3</b>
<b>POST NUMBERS:</b>	<b>30907728 &amp; Roster.</b>
<b>SECTION:</b>	<b>Security Section</b>
<b>DUTY STATION:</b>	<b>Jerusalem</b>

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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 Team Leader and within limits of delegated authority the incumbent will be responsible for the following duties in the assigned area of work:

- Ensure the safety and protection of UN Personnel and property in UNTSO HQ;
- Screen all personnel, packages and vehicles entering the UN complex to ensure authorized access;
- Provide continuous coverage of cameras, telephone and radio communications systems and associated recording units;
- Monitor, identify and report security and safety breaches and issues, in accordance with existing procedures, on a continuous basis, in order to contribute to the overall security of UN Staff, AFPs, UN premises, property etc. including UN visitors into UNTSO HQ;
- Maintain the main gate logbooks, prepare incidents reports and submit to the GF Supervisor at the end of the shift.
- Perform security related driving assignments as required;
- Carries out other Security and Safety type functions including but not limited to, first aid, firefighting etc. as may be required;
- Check and verify the identification and business of all persons seeking entry to UNTSO in accordance with existing UN rules and regulations and including instructions that may be given by the Chief Security Officer from time to time;
- Provide static security at fixed posts and entry points to UNTSO HQ compound, recording particulars of vehicle information as appropriate, cargo manifests and other pertinent information as required;
- Undertake foot and vehicle security patrols within HQs compound main building and along the compound perimeter fence;
- Provide information and directions to all persons associated with the Organization;
- Perform shift duties and any other duties and responsibilities as may be required or assigned by the Chief Security Officer, CSO's deputizing officer or the duty Team Leader;
- Physically checks items and equipment which are boarded and authorized by CMS to be removed from UNTSO's compound.
- Secures fire arms, in the appropriate weapons cabinet, which are lodged by local and international security personnel who wish to gain access into UNTSO Compound.
- Conduct office security checks to ensure compliance with electrical appliances being switch off, locked doors etc. Provide report to shift supervisor.
- Ensure official procurement documents are handled in accordance to the SOP.
- Performs other duties as assigned.

**Competencies**

**Professionalism:** Knowledge of Security policies, procedures and practices. Demonstrated sound judgment in applying Security policies, procedures and practices and in applying technical expertise to resolve a range of protection issues/problems; 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. **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities of assignments. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Uses time efficiently. **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 certificate (or equivalent).

### Work Experience

At least two (2) years of progressively responsible experience in physical security, fire prevention and suppression, video imaging, badge systems or related area. Experience within the UN Security Service and/or international organizations is desirable.

### Languages

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

### Other Skills

Duties may require long periods of standing. 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, etc.) is required.

### Assessment Method

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

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## 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.**

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### **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://untsso.unmissions.org/untsso-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: [untsso\\_staffing@un.org](mailto:untsso_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 [untsso\\_staffing@un.org](mailto:untsso_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.

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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](#).

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

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