



TRUCE SUPERVISION ORGANIZATION

JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	21/002
DEADLINE FOR APPLICATION:	17 March 2021
DATE OF ISSUANCE:	03 March 2021
POST TITLE:	Field Security Assistant
POST LEVEL:	G-3
POST NUMBERS:	30907728 & 30912499
SECTION:	Security Section
DUTY STATION:	Jerusalem

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

QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

Responsibilities

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

Within delegated authority, the Field Security Assistant may be responsible for the following duties:

- Screens all personnel, packages and vehicles entering the UN complex to ensure authorized access.
- Provides continuous coverage of cameras, telephone and radio communications systems and associated recording units in the Control Centers.
- In the event of emergencies and incidents, alerts relevant units
- Controls pedestrian and vehicular traffic.
- Alerts for any potential or actual breaches of security and any disturbances or unusual activity and reports these immediately.
- Ensures that all UN property being carried from the complex is checked for appropriate documentation.
- Ensures that visitors and staff members have completed COVID-19 health declaration forms
- Conducts routine foot and vehicle compound and perimeter patrols
- Enforce the display of ID Cards on UNTSO Compound
- Ensures safe and authorized parking on UNTSO compound
- Performs other related duties as required.

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.

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; tailors 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 technical or vocational certificate

Work Experience

A minimum of two (02) years of progressively responsible experience in the military, police, information management or security management is required.

Languages

English and French are the working languages of the United Nations Secretariat. 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.

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**
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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
 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 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.
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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.

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
