
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	FIELD SECURITY ASSISTANT, GS-5
Department/Office:	UN MISSION IN COLOMBIA/UNIFIED SECURITY SECTION
Location:	MULTIPLE DUTY STATIONS, COLOMBIA
Posting Period:	2 weeks (from 11 to 25 October 2016)
Job Opening Number:	MC-NJO-2016-053

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational certificates to the Recruitment Unit via email: MCrecruitment@un.org.

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Recruitment of this position is subject to funding and Mission Mandate approval.

Organizational Setting and Reporting:

These positions are located in eight (8) regional Headquarters of the UN Mission in Colombia. Under the overall guidance and supervision of the respective Field Security Coordination Officer (FSCO), the Local Security Assistants (LSA) reports to the Assistant Security Officer (FS5 or NO-A) and assists in the implementation of security operations and all matters relating to the management of safety and security for UN personnel in the country or in the region of assignment.

Responsibilities

Within the limits of delegated authority, the Field Security Assistants may be responsible for performing the following duties:

1. Assists the FSCO/Assistant Security Office in collecting, updating and communicating information regarding the security situation in the country:
 - Lliaises and coordinates, as appropriate, with the host government security organizations and/or personnel, including national and local provincial

authorities, military, and police officers, as well as non-governmental organizations and other non-State actors in the area of operation;

- Helps to assess the security situation at the duty station and ensures adequate gathering and verification of security information that may be required for a proper analysis of the situation by the FSCO/Assistant Security Office;
- Communicates information on security to the heads of United Nations agencies and provides host country security advice to UNDSS in the absence of the FSCO/Assistant Security Office, as required;
- Maintains regular contacts with Security Focal Points of UN agencies;
- May be requested to provide technical assistance at ASMT meetings, in the absence of the FSCO/Assistant Security Office.

2. Assists in maintaining the Security Plan, including updating staff lists:

- Helps in the preparation and review of the UN Security Plan;
- Supports actions during the implementation of the Security Plan, as required.

3. Assists the FSCO/Assistant Security Office in monitoring compliance with UN Security Risk Measures established for the duty station.

4. Assists in reporting security incidents affecting UN staff, offices and assets, and assists in the preparation of security reports, such as the Security Incident Report, the Security Assessments and the Quarterly Incident Report.

5. Provides support in organizing and conducting training courses on security awareness and preparedness, and providing security orientation to newly assigned staff members. Conducts security briefings as required.

6. Provides general administrative assistance to the FSCO/Assistant Security Officer:

- Maintains routine and confidential correspondence files/documents;
- Maintains a database on contact details in relation to host country security authorities;
- Arranges appointments, receives visitors, places and screens telephone calls and answers queries with discretion, and takes minutes and/or notes at meetings.

7. Performs other security-related tasks assigned by the FSCO/Assistant Security Office:

- Maintains liaison with commercial companies used for UN security at offices and residences, in order to ensure the effective and efficient use of the guard force.

Competencies:

Professionalism: 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 and Organizing: Demonstrated ability to establish priorities and to plan, coordinate and monitor his/her own work plan with minimum supervision. Ability to work under pressure or in crises. Availability to travel within the area of responsibility.

Creativity: Ability to actively seek to improve services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.

Teamwork: Proven interpersonal skills and the ability to listen and work in a multi-cultural, multiethnic environment with sensitivity and respect for diversity.

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.

Education:

Secondary education (University Degree is desirable)

Experience:

Five (5) years' experience in security, preferably in the UN, military, police context or related field of work. Experience working at a UN field mission, UN Agencies or an international NGO in this capacity is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in Spanish and English (both oral and written) is required.

United Nations Considerations

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 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.