
MISSION IN COLOMBIA JOB OPENING

Internal / External

| | |
|-------------------------------|--|
| Job Title & Level: | Field Security Radio Operator, GS-3 |
| Department/Office: | UN MISSION IN COLOMBIA |
| Location: | BOGOTA, COLOMBIA |
| Posting Period: | 2 weeks (08 – 22 November 2016) |
| Job Opening Number: | MC-NJO-2016-065 |

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: MCreruitment@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.

Organizational Setting and Reporting:

The position is located in the United Nations Mission in Colombia based in Bogota. The Field Security Radio Operator will report to the Chief of the Security Operations Center (COS).

Responsibilities

Within delegated authority, the Field Security Radio Operator at this level may be responsible for the following duties:

- Assists in conducting daily radio checks with all Security Officers on duty.
- Assists in conducting daily radio checks with all International Security Officers at designated hours (including weekends and holidays).
- Assists in conducting daily radio checks with all International Staff and Re-locatable National Staff including UN Agencies and Visitors at designated hours.
- Monitors the various radio channels and report all security incidents to the Security Duty Officer.
- Assists in broadcasting all security related information to the mission Staff Members via the various radio channels as directed by OIC Guard Force Management/Security Duty Officer.
- Supports in providing necessary assistance to all UN staff and staff of other affiliated organizations who may need security assistance through radio channels or telephone.

- Assists in maintaining control of all spare keys to mission offices. Supports in maintaining the key control register.
- Assists in recording and maintaining all operational activities occurring during his/her shifts.
- Assists in maintaining an updated list of emergency contact numbers.
- Assists in maintaining the telephone numbers and call signs of senior security personnel, International and National Staff including UN Agencies and Visitors.
- Assists in maintaining and familiarizing self with the weekly/monthly duty rosters for the various sections within the mission.
- Maintains all equipment assigned to the radio room.
- Reports any damages of any equipment assigned to the radio room and arrange for the repairs of such equipment.
- Performs other duties as directed by the Supervisor.

Competencies:

Professionalism: Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education:

High school diploma or equivalent and a valid driver's license free of driving violations.

Experience:

Minimum two (02) years of experience in security radio communications. Knowledge of security rules, regulations, and procedures of UN, as well as standard security and safety procedures is an asset.

Languages:

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