
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	Security Investigation Assistant, GL-5
Department/Office:	UN MISSION IN COLOMBIA
Location:	BOGOTA, COLOMBIA
Posting Period:	2 weeks (08 – 22 November 2016)
Job Opening Number:	MC-NJO-2016-067

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.

Organizational Setting and Reporting:

The position is located in the United Nations Mission in Colombia and is based in Bogota. The Security Investigation Assistant will report to the Security Investigation Officer.

Responsibilities

Within limits of delegated authority and depending on location, the Investigations Assistant will carry out the following duties:

- Assists in the planning, organization and conduct of investigations of alleged violations of UN Rules, Regulations and pertinent administrative issuances falling under Category II (misconduct).
- Conducts traffic incident response and, as required, investigation.
- Conducts incident response activities, either personally or with other investigators, to ensure evidence initially available is preserved for future analysis and investigation. Incident response activities includes: pre-response preparation, reception and recording of incident information, informing appropriate persons/offices during and after response, planning for response, and deployment to the incident scene; response definition and control of the incident scene, preservation of evidence and hand-over of the scene to authoritative persons; post-response evidence protection and inventory, preparation and submission of written records and debrief to relevant persons.

- Assists in investigation fact-finding to identify information, find facts and establish evidence. Based upon the fact-finding, produces and submits investigation reports to appropriate authorities, and conducts post-investigation tasks.
- As required, coordinates, collaborates and consults with local Host Country representatives, United Nations and other relevant authorities throughout the investigation process.
- Functions as the standby Investigations Duty Officer when placed on periodic roster to do so and performs other duties as required and detailed by the Head of the Special Investigations Unit and/or the Chief Security Adviser/Chief Security Officer/Security Adviser or equivalent.
- Assists with the preparation of reports and documentation, including statistical or investigative findings. Coordinates meetings to review investigations and related subjects.
- Performs other duties as required

Competencies:

Professionalism: Ability to perform a broad range of administrative functions, e.g., budget/work programme, database management. 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 technical or vocational certificate is required. Training in military, police or private investigation procedures and practices is required.

Experience:

A minimum of five (5) years of progressively responsible security experience with a local, national or private police, security or fire brigade organization.

Languages:

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