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## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

Internal / External

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| Job Title & Level:  | Field Security Assistant, GS-5   |
| Department/Office:  | UN Verification Mission in Colombia (UNVMC)  |
| Location:           | Mocoa, Colombia  |
| Posting Period:     | 03 May to 03 June 2022   |
| Job Opening Number: | UNVMC-NJO-2022-022 One year Fixed-Term appointment with the possibility of extension |

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### **IMPORTANT NOTE:**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) **(CVs will NOT be accepted)**. Please review that your application, either **P-11 or PHP is properly signed** and has information on your contact details: email address and telephone numbers. You must send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please be advised that only applications using the UN P-11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

**Only Colombian Nationals or Foreign with valid working permit in Colombia are eligible to apply for this Job Openings.**

**If you are an internal candidate with a Fixed Term, Continuing or Permanent Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.**

*As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.*

*#United\_for\_Gender\_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia:* <https://www.youtube.com/playlist?list=PL-8SckVjg-e3073SwTDG1VQf1oLTWfUQ4>

*The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural, and ethnic background, or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.*

### **Organizational Setting and Reporting**

This position is in Mocoa with the UN Verification Mission in Colombia (UNVMC) as part of the UNDSS Security Integrated Workforce (ISW). The Field/Local Security Assistant (FSA) reports to the Field Security Coordination Officer (FSCO) and assists in the implementation of security operations and all matters relating to the management of safety and security for UN personnel (both from the UNCT and the Mission) in the region of assignment.

### **Responsibilities:**

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

1. Assists the FSCO in collecting, updating, and communicating information regarding the security situation in the country:
  - Liaises 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 around operation area.
  - 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.
  - Communicates information on security to the UNVMC and United Nations agencies and provides host country security advice to UNDSS in the absence of the FSCO as required.
  - Maintains regular contacts with Security Focal Points of the UN Mission and agencies.
  - May be requested to provide technical assistance at ASMT meetings, in the absence of the FSCO.
  - Ensures an adequate inclusion of a gender perspective across security analysis, reporting and all related functions, as per direction of the UN Mission's Gender parity
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 and receives technical guidance from the FSCO in monitoring compliance with UN Security Risk Measures established for the duty station. Provides security advice, support, and coordinates day-to-day activities with the Head of the UNVMC Regional Office as required.
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.
  - 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:
  - Maintains liaison with commercial companies used for UN security at offices and residences, to ensure the effective and efficient use of the guard force.

### **Core Values:**

**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.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviors. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behavior.

**Respect for diversity:** Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviors to avoid stereotypical responses. Does not discriminate against any individual or group.

### **Competencies:**

**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.

**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 the audience. Demonstrates openness in sharing information and keeping people informed.

**Education:** High school diploma or equivalent is required.

**Work Experience:** Five (5) years-work experience in security, military, police, threat and/or risk assessment, crisis management and response, physical security, due diligence and/or investigations, or any related field of work is required. Prior experience with the UN System or an international NGO is desirable.

**Languages:**

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

**Other Requirements:**

There is a need for availability to travel to remote and difficult areas, and work during weekends or calendar holidays when needed.

Candidates are required to hold a legal driving license in Colombia for manual and 4x4 vehicles.

**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 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.

**No Fee**

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.**

IMPORTANT: Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based in the Duty Station of this Job Opening. Candidates who are currently serving staff members or former staff members employed within the last 24 months who have passed the Administrative Assessment Support Test (ASAT) in English at UN Headquarters, ECA, ESCWA, UNOV, UNOG, ICTR, or ICTY are exempt from the GGST. If you have passed the ASAT in English in one of the offices listed above, please inform us as soon as possible.