



United Nations Assistance Mission in Afghanistan (UNAMA)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	22/04/2023
Post Title	Assistant Security Officer
Level	NO-A (Fixed-term Appointment)
Organizational Unit	Security Section
Location	Gardez and Kunduz Field Offices - Multiple Duty Stations
Number of posts	02
Issuing Date	10/04/2023
Closing Date	24/04/2023
Duration	One (1) year

Qualified female candidates are highly encouraged to apply

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

DUTIES AND RESPONSIBILITIES

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

- Prepares draft of security plan for the mission, designated county or geographic area, including all aspects related to elaboration, development, and implementation and updating of the plan.
- Establishes and maintains close relations with host country security agencies and acts as liaison between the senior security professional and the host country services.
- Serves as a member of the United Nations Security Cell, contributing to the implementation and the evaluation of the effectiveness of the security plan.
- Assesses prevailing local security conditions, identifying security trends and advising UN staff, project personnel and dependents on potential security problems, such as mines, kidnapping, armed attacks, arrest and detention.
- Supports the ongoing evaluation of air, land and sea evacuation routes and resources for use in emergencies, ensuring the availability of vehicles, aircraft, vessels, fuel supply and assessable roads.
- Ensures that fire detection devices and fire-fighting equipment are available on the premises. Maintains fire evacuation plan and conducts fire drills and training as necessary.
- Supports office security by conducting physical security inspections of facilities, issuance of identity cards, if possible background checks and entry control.
- Provides advice and training to staff and dependents on residential security measures such as window guards, alarm systems and locks to minimize burglar intrusions.
- Maintains dialog with authorities and international institutions such as Red Cross/Red Crescent in the event of natural disasters.
- Ensures availability of emergency communications system by making periodic checks to determine if system is functioning properly; arranges for necessary repairs or adjustments.
- Supports the investigation of accidents involving UN vehicles and prepares report of findings.
- Supports the investigation of security-related incidents involving UN staff members, project personnel or eligible dependent.
- Actively participate in preparation of security risk assessments, RSM and monitoring compliance.
- Perform visits to provinces within the AOR for security assessment and ensuring security of UNAMA and AFP personnel and National staff dependents.
- Support all matters pertaining to the safety and security of personnel through compliance activities, inspections, reviews/surveys.
- Collection of information for daily security reports
- Taking appointments with governmental officials
- Liaison/Network with regional DfPS and NGO/INGO.
- Provide road missions' clearance on behalf of the ASA.
- Translate official documents from Pashto/Dari into English and vice versa when needed.
- Serves as an observer at the ASMT meetings.
- Performs other related duties, as required.

QUALIFICATIONS AND EXPERIENCE

Education: Advanced university degree (Master's degree or equivalent) in security management, information management or business administration, political/social science or international relations with focus on security management. Formal certification training in a recognized military or police academy is required. A first-level university degree in combination with 2 years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: Relevant years of work experience is not required for applicants with a relevant master's degree to the position advertised. However, for the applicants with a relevant bachelor's degree a minimum of 2 years of progressively responsible experience in military, police, or security management (preferably in the police or military context or related area) is required.

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Fluency in oral and written Dari or Pashto is required.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows persistence when faced with difficult problems or challenges. 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.

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.

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.

APPLICATIONS

- UNAMA will only accept properly completed and signed Personal History Form (P.11) received by email before the closing date. CVs or Resumes will not be considered nor will late submissions after closing date. Any information provided on the P.11 form will be considered binding.
- Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and submit the duly completed signed P.11 by e-mail to: unamava_substantive@un.org.
- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#22/04/2023** into the email subject line when submitting the duly completed and signed P.11 Form and the required documents. Please do not add any other information in the subject line of your email except **VA#22/04/2022**. Please do not add any additional words or space in the VA Number. **Applications received without a VA Number will not be considered.**
- The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.
- Only applicants who are short-listed will receive an acknowledgement within four (4) to six (6) weeks from the deadline indicated on the VA.

Required documents to be submitted along with the signed and completed UN P.11:

- **Serving UN staff members:** In addition to the completed and signed P.11, scanned copies of two most recent e-Performance Evaluation Reports must be submitted with the application.
- **For External applicants:** In addition to the completed and signed P.11, scanned copies of two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.

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 in applicants

bank account.

Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother, or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.