**JO No.**  | **MINURSO-21-GJO-01**  | **Date of Issuance**  | **12 November 2021**  
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**Post Title:**  | **Field Security Assistant**  | **Deadline**  | **18 November 2021**  
**Section**  | **Security Section (Operations)**  | **Level**  | **GL-4**  

### DUTIES AND RESPONSIBILITIES

Under the direct supervision of the OPS and Admin supervisor, the duties and responsibilities of the incumbent include but are not limited to the following:

- Providing security induction briefing for incoming mission’s personnel.
- Maintain training data and submit monthly security briefing reports,
- Prepare draft security budgets, inspect and receive security equipment,
- Maintain and updating the security section’s equipment and inventory.
- Requests and distributes security logistic needs and maintains logistic inventory,
- Perform ID card functions, identify ID card equipment needs, monitor ID card Reader and collect ID card reader information, maintain ID card data,
- Prepare staff/dependents list and contact information
- Perform Security administrative functions to support CSO/DCSO and security sections,
- Liaise with HR on staff administrative related issues
- Organize security meetings and take notes inform of minutes.
- Perform Security duty officer function,
- Conducting Residential Security Measures surveys for staff accommodations.
- Conducting food inspection duties and escorting cargo from warehouses to the airport or other locations as required.
- Perform access control function when required,
- Perform other duties as tasked by OPS and Admin supervisor.
## Qualifications and Experience

**Education:**
High school diploma or equivalent technical certificate. Any certificate/diploma beyond High School will count as relevant to the experience requirement.

**Work Experience:**
Three (3) years of work experience. Any combination of training in database management in the areas of security, police, military or recognized organisations and related will count toward the minimum experience requirement.

**Language:**
Fluency in written and spoken English and Arabic is essential. Knowledge of French is desirable.

**Other Requirements:**
Must be mentally and physically fit; required to work long hours and or in shifts [day/night]; operating radios; use of PC and Knowledge operating in Word, Excel and other programs are required. Valid driving license and ability to drive long distances are required.

## 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.

**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.

## Applicants

- Interested applicants should complete the attached United Nations Personal History form (P.11) in English.
- Applications must be forwarded electronically at the email address: minurso-vacancies@un.org
- Please note that hand carried applications, incomplete P.11s and curriculum vitae (CV) will not be accepted.
- Please indicate the Job Opening number you are applying for in the e-mail subject.
- Women applicants are strongly encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.
- Applicants who are short-listed will receive an acknowledgement within one month from deadline for submission of applications.

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.