

Internal/External Job Opening
(1 Post)

JO No.	MINURSO-19-L-002	Date of Issuance	26/03/2019
Post Title:	Field Security Assistant	Deadline	08/04/2019
Section	Security Section	Level	GL-4

DUTIES AND RESPONSIBILITIES

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

- Acquisition of information through available open sources;
- Identifying and summarizing security related information;
- Collating and retrieving information to/from SIOC databases;
- Liaising with internal and external sanctioned interlocutors, as directed by the SIOC supervisor, to exchange information related to the safety and security of UN personnel, assets and programmes;
- Maintaining and updating the collation system (electronic and manual);
- Drafting daily, weekly and monthly security incident reports
- Assisting in the review and update of Country Security Plan and Security Risk Management implementation;
- Conducting Residential Security Measures surveys for staff accommodations;
- Providing security induction briefing for incoming mission's personnel;
- Maintaining and updating the security section's equipment and inventory;
- Issuing ID cards and passes;
- Collecting personal data of newly recruited staff, as per established procedures;
- Conducting SIOC duty officer duties, reporting to incident/accident scene and provide assistance to the Security Duty Officer when requested;
- Conducting food inspection duties and escorting cargo from warehouses to the airport or other locations as required.
- Maintaining the SIOC's vehicle and ensuring minimum operating standards safety and security equipment operational and accounted for;
- Perform other duties as tasked by SIOC 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.

Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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.