 INTERNAL/EXTERNAL GENERIC JOB OPENING (GJO)

<table>
<thead>
<tr>
<th>JO No.</th>
<th>MINURSO-21-GJO-03</th>
<th>Date of Issuance</th>
<th>12 November 2021</th>
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<tbody>
<tr>
<td>Post Title:</td>
<td>Field Security Assistant</td>
<td>Deadline</td>
<td>18 November 2021</td>
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<td></td>
<td>(Guard Force Team Lead)</td>
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<tr>
<td>Post No.</td>
<td>GJO</td>
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<td>Section</td>
<td>Security Section GFU TL</td>
<td>Level</td>
<td>GL-4</td>
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**DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the GFU supervisor(s), the duties and responsibilities of the incumbent include but are not limited to the following:

- Monitor the attendance and work performance of the FGU FSAs team members.
- Periodic meetings and discussions with the GFU FSAs team members.
- Manage and ensure that the duty roster is followed, uniforms are properly dressed, and clean.
- Prepare the break-roster for GFU team members and ensure that it is followed.
- Maintain all records of staff members, personnel, visitors, and delegates.
- Follow up and update on any complaints and feedback from/about staff members or visitors through the direct supervisor.
- Follow up that the proper hand-over/take-over of all duties were met.
- Coordinate, plan, and organize manpower resources.
- Ensure that relevant safety and security regulations are implemented and give advice and guidance.
- Ensure that all FSAs are made available to attend all mandatory security briefings and trainings.
- Report incidents involving delegates, visitors, and staff members to direct supervisor. And share the reports with parties concerned whenever necessary.
- Check if the assigned work is correctly carried out in accordance with existing procedures.
- Ensure professionalism and highest security and safety standards are maintained.
- Respond to any emergencies as well coordinate as per laid down procedures, and inform immediate supervisor with all incident or accidents on due time.
- Discuss performance abilities and provide guidance to GFU FSAs.
- Coordinate with the GFU Supervisors and Overall Team Leader on training requirements for the team.
- Report the absences of FSAs in the assigned team(s) and arrange for immediate replacement.
- Strive for improvements in the work process and practices.
- Provide FSA’s assigned to your team with opportunities to learn, develop skills, and knowledge.
- Encourage FSA’s to be innovative and creative in the workplace. Enhance the morale of the team.
- Assist on making MINURSO SMs conduct their duties in an atmosphere of mutual trust and respect and maintain a safe work environment.
- Screen all staff, contractors, and visitors entering MINURSO compounds with infrared temperature reader, and everyone is wearing a mask.
- Report and deny entry of any staff, contractors, or visitors suffering from fever to the medical unit and Covid task force unit.
- Ensure that all staff, contractors, and visitors have clear authorized by task force to enter MINURSO compounds.
- Advice all staff, contractors, and visitors to wear correctly; their ID cards and report any violation.
- Register all movements of staff, contractors, and visitors in the log sheet list; then copy it on excel and send it to the supervisor.
- Make sure that no one has access to MINURSO compounds except the authorized persons.
- Ensure that the information is well distributed as received by GFU supervisors.
- Attend the weekly meeting with the team members, team leaders, and supervisors, and take notes.
- Follow the chain of command and report related duties through your GFU supervisor(s).
- Perform any other relevant duties as tasked by GFU supervisor(s).
### 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 required. 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.