



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

Vacancy No.	08/02/2023
Post Title	Field Security Assistant
Level	GL-5 (Fixed-term Appointment)
Organizational Unit	Security Section
Location	Kabul HQ
Number of posts	01
Issuing Date	20/02/2023
Closing Date	05/03/2023
Duration	1 (One) 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 Field Security Assistant may be responsible for the following duties:

- Supervises the opening, closure and entry into buildings to ensure security of the mission premises and issue building entry passes as appropriate.
- Manages all aspects of the administration and work of security guards and watchmen.
- Ensures that routine patrols and/or sector patrols are conducted to check security of buildings, personnel, equipment, and adherence to rules and regulations.
- Receives, records, and appropriately takes action based on information received through all communication means.
- Monitors and controls communications network to ensure security and discipline.
- Monitors adherence to computer and information security guidelines.
- Works closely with the FTS ensuring the implementation and maintenance of all technical related matters that are necessary for a secure IT network environment.
- Initially investigates any breaches of security in the compound and renders report to his supervisor for endorsement to Security Investigations Unit for formal investigation.
- Conducts security surveys on physical security structures in the compound including offices of the mission.
- Obtains comprehensive security information and produces background papers relating to incidents that affect safety and security in the mission.
- Instructs personnel in the performance of security services, including fire control and physical security of the premises, first aid procedures, use of equipment and operation of automated alarm and video surveillance system.
- Conducts investigations as directed and prepares comprehensive reports on accidents and incidents involving UN personnel, installations and equipment.
- Liaises where necessary with designated host government security, safety and emergency officials.
- Liaises and exchanges security related information with all components of the mission and other UN agencies in the area.
- Conducts threat assessments and site surveys.
- Prepares and provides security briefings, written security advice and recommendations to the mission hierarchy.
- Produces incident -based security and travel advisories.

- Prepares routine security reports.
- Performs other duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent technical or vocational certificate is required. Training in military or police procedures and practices, is desirable. Training in specialized security practices would be an asset.

Work Experience: A minimum of Five (5) years of progressively responsible security experience with a local, national or private police, security or fire brigade organization 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 **Pashto and Dari** 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.

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.

Accountability: Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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#08/02/2023** 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#08/02/2023**. 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 one (1) to two (2) 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.