

INTERNAL / EXTERNAL GENERIC JOB OPENING

Vacancy No.	Generic Job Opening	Date of Issuance	14 March 2019
Post Title	Field Security Assistant	Deadline	13 April 2019
Post No.	Generic Job Opening	Level	GL-3
Location	Security Section, MINURSO, Laayoune		
Duties and Responsibilities			
<p>Within limits of delegated authority, the Field Security Assistant is responsible to maintain all times physical security presence at Guard Force Unit (GFU) operated access control posts at MINURSO installations entrances and exit points, and to serve as the first line of physical defense and protection of MINURSO compounds, UN staff and property. The Field Security Assistant duties and responsibilities consist but not limited to:</p> <ul style="list-style-type: none"> ➤ Conduct physical vehicle checks on entry/exit and search all UN and private vehicles entering MINURSO installations including inspection by undercarriage mirrors, and to ensure that all UN property is accompanied by established "Security Gate Pass Forms". ➤ Physically deny entry to all unauthorized persons/vehicles to MINURSO premises and prevent all unauthorized persons/vehicles with arms/explosives and lethal weapons from entering MINURSO compounds. ➤ Conduct preventive foot patrols and identify hazards or intruders to MINURSO premises. To include sensitive areas patrols of VIP and other offices containing confidential or hazardous material and to check that all offices' doors and windows are secured. ➤ Take immediate action during a fire incident by providing assistance to staff and attempt extinguishing the fire by using fires extinguishers, calling the fire brigade, and informing and assisting the Fire Unit on request. ➤ Ensure that all individuals attempting to enter MINURSO premises are properly identified by MINURSO picture ID card, and to provide to visitors and temporary contractors visitor passes in consistency with the established SOP procedures. ➤ Search all visitors/contractors for hazardous materials or weapons/explosives when entering MINURSO premises; Screen bulky belongings of visitors through X-Ray machines for hazardous materials. ➤ Provide security escorts for visitors to staff offices as directed or under special circumstances. ➤ Perform driving duties for the Security Section as required/directed. ➤ Maintain radio contact with other team members. ➤ Always Ensure cleanliness and serviceability of all post equipment and report any damage, loss or malfunction to the Team Leader immediately. ➤ Provide details of all incidents that take place at his/her duty post during his/her tour of duty to the Investigating Security Officer and assist in the investigation. ➤ Perform any other duty tasked by his/her chain of command. 			

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: Two years experience is required. Any combination of training in the areas of Security, Fire service, Military, Police 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 and other programs are required; knowledge operating special equipment [CCTV system, X-ray Machines, Metal Detectors, ...] are an asset

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: minursovacancies@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 cover letter/e-mail subject.
- Women applicants are strongly encouraged to apply, and in the selection process, preference will be given to equally qualified female candidates.
- Applicants who are short-listed will receive an acknowledgement within one month from the Job Opening deadline.

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.