

**INTERNAL / EXTERNAL POSITION SPECIFIC JOB OPENING**

<b>Vacancy No.</b>	<b>MINURSO-22-PSJO-05</b>	<b>Date of Issuance</b>	<b>24 October 2022</b>
<b>Post Title</b>	<b>Field Security Assistant</b>	<b>Deadline</b>	<b>23 November 2022</b>
<b>Section</b>	<b>Tindouf Liaison Office</b>	<b>Level</b>	<b>GL-4</b>
<b>Location</b>	<b>Tindouf</b>		

**Duties and Responsibilities**

This position is located in the United Nations Mission for the Referendum in Western Sahara (MINURSO), Tindouf. The Field Security Assistant reports to the Security Officer on all security related matters.

**Responsibilities**

Within the limits of delegated authority, the Field Security Assistant will be responsible for performing the following duties:

- Assists with the collection and analysis of data as well as preparation of data presentations and reports for information sharing, responding to queries, knowledge management, planning and decision making.
- Assists with visualizations and updating information material such as web pages or brochures.
- Assist in Supervision of contracted security personnel in the performance of security duties and responsibilities including physical security of the premises, access control, first aid procedures, use of equipment and operation of automated alarm and closed-circuit television surveillance system.
- Maintain and periodically update inventory for all security equipment, record and report any loss or damage that may occur.
- Conduct regular internal compound patrols and carry out inspection of security equipment and vital installations and submit reports.
- Liaise with United Nations Agencies, Funds and Programs security focal points, Algerian Gendarmerie, Saharawi Protection Agency and, when necessary, local authorities, to ensure coordinated and secure movement of UN convoys during field missions and other authorized travel within the area of responsibility.
- Carry out inspection of fire equipment and report on expiry status.
- Monitor and verify daily attendance of security guards and submit periodic reports as necessary.
- Monitor staff observance of security measures instituted from time to time and report non-compliance
- Report occurrence of all incidents, secure scene of incident, investigate and prepare preliminary report findings
- Support Security Officer in coordinating support at site of incident and management of events during situations of emergency nature.
- Assist in managing Radio Room, including acting as duty officer, conducting Radio Check and responding emergency calls.
- Assist in the coordination of Warden duties and activation of the system.
- Monitor security situation and trend of events and assist in updating Security Risk Management and Area Security Plan.
- Assist in preparation and conducting of security briefings, arranging venue for Security Cell, Area Security Management Team and related meetings.
- Assist in preparation of daily reports.
- Perform the duties and responsibilities of Security Officer, in his/her absence, as will be delegated
- Perform other duties as required.

Qualifications and Experience
<p><b>Education:</b> High school diploma or equivalent is required.</p> <p><b>Work Experience:</b> A minimum of three (03) years of relevant experience in the security field (military, police, prisons, or reputable private security company) One (1) year or more of experience in data analytics or related area is desirable.</p> <p><b>Language:</b> English and French are the working languages of the United Nations Secretariat. Fluency in English (both oral and written) is required; knowledge of other UN language is desirable.</p> <p><b>Other Skills:</b> Computer literacy, Valid Driving license</p>
Competencies
<p><b>Professionalism:</b> 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.</p> <p><b>Planning &amp; Organizing:</b> Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently</p> <p><b>Teamwork:</b> 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.</p>
Applicants
<ul style="list-style-type: none"> <li>• Interested applicants should complete the attached United Nations Personal History form (P.11) in English.</li> <li>• Applications must be forwarded electronically at the email address: <a href="mailto:minurso-vacancies@un.org">minurso-vacancies@un.org</a></li> <li>• Please note that hand carried applications, incomplete P.11s and curriculum vitae (CV) will not be accepted.</li> <li>• Please indicate the Job Opening number you are applying for in the cover letter/e-mail subject.</li> <li>• Qualified Women applicants are strongly encouraged to apply, and in the selection process, preference will be given to equally qualified female candidates.</li> <li>• Applicants who are short-listed will receive an acknowledgement within one month from the Job Opening deadline.</li> </ul>
<p>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.</p>
<p>For Job Openings with MINURSO and Personal History Form (P.11), please visit the following website: <a href="https://minurso.unmissions.org/job-openings">https://minurso.unmissions.org/job-openings</a></p>