Duties and Responsibilities

This position is located in the United Nations Mission for the Referendum in Western Sahara (MINURSO), Laayoune. Under the overall guidance and supervision of the Chief Security Officer, the Field Security Assistant assist in the implementation of security operations and all matters relating to the management of safety and security for United Nations personnel in the area of responsibility.

Responsibilities

Within delegated authority, the Field Security Assistant will perform the following duties:

- Conducts investigations as directed and prepares comprehensive reports on accidents and incidents involving United Nations personnel, installations, and equipment.
- Receives, records, and appropriately acts based on information received through all communication means.
- Ensures proper management of electronic and manual filing systems, including a regular update of the Special Investigation Unit, Security and Safety Incidents Recording System and Security Awareness Geospatial Environment, when needed, and sharing information with Security Information and Operations Centre and other Security Units to enhance the Security Risk Management process.
- Obtains comprehensive security information and produces background papers relating to incidents that affect safety and security in the area of responsibility.
- Assist in the preparation of security risk management and threat assessments for United Nations personnel, operations, and assets, as required.
- Liaises with designated host government security, safety, law enforcement and emergency officials.
- Liaises and exchanges security related information with all components of the mission and other United Nations agencies in the area.
- Assist in the preparation and provides security briefings, written security advice and recommendations as required.
- Assist in the production of incident-based security and travel advisories.
- Assist in the approval and tracking of Travel Request Information Process Security Clearances and Movement of Personnel requests, for United Nations personnel travels.
- Controls the opening, closure, and entry into buildings to ensure security of the Mission premises and issues building entry passes as appropriate.
- Manages all aspects of the administration and work of security guards and other security associated personnel.
- Ensures that routine patrols and/or sector patrols are conducted to check security of buildings, personnel, equipment, and adherence to rules and regulations.
- Monitors and controls security communications system to ensure security and discipline.
- Works closely with the Field Technology Section to ensure the implementation and maintenance of all technical related matters that are necessary for a secure Information Technologies network environment.
- 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.
- Function as the standby security duty officer when required, to respond to accidents or security incidents.
- May be requested to perform other duties as per the Section operational needs.

<table>
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<th>Date of Issuance</th>
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<tr>
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<td>Deadline</td>
<td>30 November 2022</td>
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<tr>
<td>Section</td>
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MINURSO HQ, LAAYOUNE, P.O. BOX 5846, NEW YORK, NY 10163-5846, USA
TEL: (1) 212- 963-1953 or (212) 28–896000  FAX: (212) 28–892893, 890944

INTERNAL / EXTERNAL POSITION SPECIFIC JOB OPENING (PSJO)
Qualifications and Experience

Education: High school diploma or equivalent technical certificate is required.

Work Experience: A minimum of five (5) years of work experience in security, risk or disaster or emergency areas with security responsibilities, in the public or private service areas, such as national security, military or police, or in a corporate environment is required. Prior experience with the United Nations system or an international Non-Governmental Organization is desirable.

Language: English and French are the working languages of the United Nations Secretariat. Fluency in English or French (both oral and written) is required; knowledge of Arabic is desirable.

Other skills: Valid national driving license is required; Must be mentally and physically fit; required to work long hours and or in shift [day/night]; operating radios; experience in the use of Microsoft applications i.e. Word, Excel Access and PowerPoint is required; Knowledge operating special equipment [CCTV system, X-ray machines, metal detectors, etc.] area an asset.

Job - Specific Qualification:
UNDSS Field Security Associate (FSA) Phase 1 Certification (online 70% of the total course) is 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.

Planning & Organizing: 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

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 cover letter/e-mail subject.
• Qualified 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.

For Job Openings with MINURSO and Personal History Form (P.11), please visit the following website: https://minurso.unmissions.org/job-openings