



UNITED NATIONS SUPPORT OFFICE FOR SOMALIA (UNSO)

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO KENYA NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

DEADLINE FOR APPLICATIONS:	29 AUGUST 2019
DATE OF ISSUANCE:	31 JULY 2019
FUNCTIONAL TITLE:	FIELD SECURITY ASSISTANT
LEVEL:	GL-5
SECTION:	SECURITY
LOCATION:	NAIROBI
DURATION OF CONTRACT:	ONE (01) YEAR FIXED-TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER:	UNSO/SEC/029/2019

Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

This position is in the Security Section of the United Nations Support Office in Somalia (UNSO), Nairobi. The incumbent will report to the Security Officer in Nairobi.

Duties and Responsibilities;

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

- Coordinates the opening, closure and entry into buildings to ensure security of the mission premises and issues building 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.
- Ensures receipt, recording and appropriate actions are taken on information received through all communication means.
- Coordinates monitoring and control of communications network to ensure security and discipline.
- Ensures adherence to computer and information security guidelines.

- Works closely with the mission IT section to facilitate the implementation and maintenance of all technically related matters that are necessary for a secure IT network environment.
- Investigates IT security breaches in conjunction with the IT section and provides recommendations to the supervisor.
- Conducts periodic security surveys of offices and other mission facilities to identify weakness and proposes possible solutions.
- Instructs security and safety 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 and recommendations on accidents and incidents involving UN personnel, installations and equipment.
- Liaises where necessary with designated host government security, safety and emergency personnel at the working level to facilitate fact-findings and recommendations.
- Exchanges security related information with mission components at the working level and UN agencies in the same area to ensure an awareness of the current security issues, as needed.
- Conducts threat assessments and comprehensive site surveys.
- Prepares and provides security briefings, written security advice and recommendations to the mission hierarchy.
- Produces incident-based security and travel advisories.
- Prepares quarterly and other routine security reports.

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.

Team Work: -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.

Planning and 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.

Qualifications

Education: High school diploma or equivalent technical or vocational certificate is required. Training in military or police procedures and practices, and self-defense techniques is required. Training in martial arts and/or 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.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of other language is an asset.

Assessment Method: Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History Profile form (PHP) to the address mentioned below **quoting vacancy announcement number and functional title on the subject** line on or before the deadline. The PHP is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **29 August 2019** will not be accepted. **Curriculum Vitae (CV) will not be accepted.** Only shortlisted applicants will be contacted for interview.

Email: recruitment-unsoa@un.org

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).