



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA
(UNSOS)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO LOCAL RECRUITMENT AND DOES NOT HAVE INTERNATIONAL ALLOWANCES OR BENEFITS**

FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS	:	19 NOVEMBER 2021
DATE OF ISSUANCE	:	21 OCTOBER 2021
FUNCTIONAL TITLE	:	FIELD SECURITY ASSISTANT
LEVEL	:	GL-4
SECTION	:	SAFETY AND SECURITY
LOCATION	:	MOGADISHU
DURATION OF CONTRACT	:	ONE (1) YEAR FIXED-TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER	:	UNSOS/SEC/025/2021

Special Notice

This position is funded for an initial period of one year. Extension of appointment will be subject to budgetary approval. This position is subject to local recruitment pursuant to United Nations staff rule 4.4. All staff in the General Service and related categories shall be recruited in the country or within commuting distance, irrespective of their nationality and of the length of time they may have been in the country. Local laws governing employment for non-nationals will be observed by the United Nations. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

The candidate is responsible for any travel expenses incurred in order 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 in order to be eligible to apply for this vacancy.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Organizational Setting and Reporting Relationships:

This position is based in the Safety and Security Section within the United Nations Support Office in Somalia (UNSOS), in Mogadishu. Under the overall management of the Principal Security Advisor, the Field Security Assistant reports to the Field Security Coordination Officer, Mogadishu, through Mission Security Officer.

Responsibilities:

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

- Provides general administrative support services in order to assist the Security Officers fulfill their duties vis-a-vis staff members and their dependents;
- Assists with data consolidation and dissemination of relevant security information required for the analysis of the security situation by the respective Field Security Coordination Officer and Security Officer;
- Assists the Security Officers in the preparation of any security related documents including Security Plans, Standard Operating Procedures, regular reports and any other reports related to the security section activities as well as providing administrative assistance;
- Provides support during the implementation of the Security Plan under the directions of the Field Security Coordination Officer;

- Assists in reviewing the logistics requirements and other related actions required for the preparation of drills and other security exercises;
- Maintains necessary contact and coordination with the relevant law enforcing authorities to facilitate movement of UN convoys in various governmental facilities, particularly to Villa Somalia;
- Provides support in organizing and conducting security awareness and preparedness activities to newly assigned staff members, as well as conducting security briefings, as required;
- When and if required, prepares security presentations for the Field Security Coordination Officer and the Security Officers;
- Any other tasks as directed by the Field Security Coordination Officer and the Mission Security Officers.

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.

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.

Qualifications:

Education: High school diploma or equivalent is required. Specialized Security training/courses are desirable.

Experience: A minimum of three (3) years of relevant experience in Security or related areas such as Police and Military is required. Experience in security investigations and/or training courses in security and investigations are desirable. Valid driver's license and knowledge of Mogadishu City and its surroundings are desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Somali (both oral and written) is required.

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 (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-0>. Applications submitted after the deadline **19 November 2021** will not be accepted. **Curriculum Vitae (CVs) will not be accepted.** Only shortlisted candidates will be contacted.

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Email: recruitment-unsoa@un.org

Kindly attach copies of relevant academic certificates, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note CID and NISA Certificates are required at a later stage of the recruitment process.

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).