



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

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS**

FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS	:	18 MARCH 2021
DATE OF ISSUANCE	:	17 FEBRUARY 2021
FUNCTIONAL TITLE	:	FIELD SECURITY ASSISTANT
LEVEL	:	GL-4
SECTION	:	SAFETY AND SECURITY
LOCATION	:	KISMAYO
DURATION OF CONTRACT	:	ONE (1) YEAR FIXED-TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER	:	UNSOS/SEC/004/2021

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 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.

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 Kismayo. The Field Security Assistant at this level reports to the Field Security Coordination Officer (FSCO) through Deputy Field Security Coordination Officer (DFSCO) of United Nations Department of Safety and Security (UNDSS) Integrated Workforce, Somalia.

Responsibilities:

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

1. Provides general administrative support services in order to assist the Security Officers fulfill their duties vis-a-vis staff members and their dependents;
2. Assists with data consolidation and dissemination of relevant security information required for the analysis of the security situation by the FSCO and DFSCO;
3. Assists the Security Officers in the security offices with the preparation of any security related documents including Security Plans, Area Security Risk Management (SRM), regular reports and any other reports related to the security section activities as well as providing the Kismayo Security with administrative assistance;
4. Drafts correspondence and maintains records for the Security Training Courses delivered to security and field mission's personnel;
5. Provides support during the implementation of the Security Plan under the directions of the FSCO and DFSCO;
6. Assists in reviewing the logistics requirements and other related actions required for the preparation of training courses, drills and other security exercises;
7. Assists FSCO and DFSCO in monitoring the implementation of security policies and procedures;

8. Provides support in organizing and conducting security awareness and preparedness activities, and provides security orientation to newly assigned staff members, as well as conducting security briefings, as required;
9. When and if required, prepares security presentations for the CSO and the Security Officers in other units;
10. Any other duties assigned by the FSCO and DFSCO.

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.

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.

Qualifications:

Education: High school diploma or equivalent is required. Valid driver's license and certificates in advance driving/armoured vehicle driving and specialized security training/courses are desirable.

Experience: A minimum of three (03) years of relevant experience in Security or related areas such as Police and Military experience. Knowledge of Kismayo city and surroundings as well as experience working in the Somali regions of Kismayo, Baidoa, Garowe, and Beletweyne is 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>. Applications submitted after the deadline **18 March 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).