



**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**

<b>DEADLINE FOR APPLICATIONS</b>	:	<b>03 MARCH 2022</b>
<b>DATE OF ISSUANCE</b>	:	<b>02 FEBRUARY 2022</b>
<b>FUNCTIONAL TITLE</b>	:	<b>FIELD SECURITY ASSISTANT</b>
<b>LEVEL</b>	:	<b>GL-4</b>
<b>SECTION</b>	:	<b>SAFETY AND SECURITY</b>
<b>LOCATION</b>	:	<b>NAIROBI</b>
<b>DURATION OF CONTRACT</b>	:	<b>ONE (1) YEAR FIXED-TERM APPOINTMENT</b>
<b>VACANCY ANNOUNCEMENT NUMBER</b>	:	<b>UNSOS/SEC/004/2022</b>

**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 Nairobi. The Field Security Assistant reports to the UNSOS Head of Security 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 Head of Security and 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 Security Officer (SO), and Head of Security;
- Assists the Security Officers with the preparation of any security related documents including Security Plans, SOPs, regular reports and any other reports related to the security section activities as well as providing administrative assistance;
- Conducts Residential Security Survey for the residence of Nairobi-based international staff;
- Drafts correspondence and maintains records for the Security Training Courses delivered to security and field mission's personnel;
- Provides support during the implementation of the Security Plan under the directions of the Security Officers;

- Assists in reviewing the logistics requirements and other related actions required for the preparation of training courses, drills and other security exercises;
- Monitors and facilitates the implementation of security policies and procedures in close coordination with the Security Officers;
- 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;
- Assists with the preparation of the Induction Training courses, related presentations and documents;
- When and if required, prepares security presentations for the Security Officers;
- Any other tasks assigned by the Security Officers and Head of Security.

**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 is desirable.

**Languages:** English and French are the working languages of the United Nations Secretariat. For this position, fluency in English (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 **03 March 2022** will not be accepted. **Curriculum Vitae (CVs) will not be accepted.** Only shortlisted candidates will be contacted.

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**Email:** [recruitment-unsos@un.org](mailto:recruitment-unsos@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.**

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).**