



# 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:** 01/03/2016  
**DATE OF ISSUANCE:** 02/02/2016  
**FUNCTIONAL TITLE:** SECURITY ASSISTANT  
**LEVEL:** GL-4  
**SECTIONS UNIT:** SAFETY AND SECURITY SECTION  
**LOCATION:** BELETWEYNE  
**DURATION OF CONTRACT:** ONE (1) FIXED TERM  
**VACANCY ANNOUNCEMENT NUMBER:** UNSOS/SEC/004/2016

This position is located in the Department Of Security. The Security Assistant will report to the Chief Security Officer.

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

#### Duties and Responsibilities:

- Assist the operations of the specific unit assigned to and maintain/ update records of the section as applicable;
- Assist in liaison duties as applicable with the local police, military and local administration etc;
- Maintain updated list of all equipment in the section assigned as applicable;
- Assist in the supervision and training of guards;
- Ensure maintenance and operation of equipment issued to the security section/assigned unit as applicable;
- Translate memos and other documents as required;
- During periods of heightened security, the security assistant is to assume specific responsibilities and control of specific areas as determined and instructed by supervisors;
- Respond to the scene of Accidents/incidents as and when required and prepare written reports;
- Conduct security briefings for visitors, new arrivals and provide periodical security briefings to staff members;
- Prepare daily sitreps and submit to the office of Chief Security Officer, Field Security Officer and other relevant offices as per existing security protocol;
- For the purpose of staff accounting, conduct radio checks on daily basis and submit report and prepare/update staff list on daily basis;
- Conduct inventory of Security Equipment and update it periodically;
- Undertake field assignments as required and to submit after action reports;
- Perform any other duties as directed by the Chief Security Officer or his/her delegate.

#### 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.

##### 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.

##### 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.

##### 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 audience; Demonstrates openness in sharing information and keeping people informed.

##### Technological Awareness.

Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

##### Qualification

**Education:** Completion of secondary education. Training in self-defence and security techniques is appreciated. Training in management/business administration; technical and communications skills would be an asset;

**Experience:** Minimum of 4 years of progressive experience in all areas of security operations as well as previous experience with the police/military. Prior experience with UN or International NGO is of an advantage;

**Other requirements:** Must be computer literate.

**Languages:** Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of Somali language both written and spoken is required.

**Driving Skills:** A valid driver's license is a requirement.

**Assessment Method:** Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview

##### United Nations Considerations

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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

- Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <http://www.unon.org/content/employment-opportunities>. Applications submitted after the deadline 01 March 2016 will not be accepted. CVs will not be accepted.

Email: [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)

##### Please quote,

Vacancy Announcement Number and Functional Title in the subject of the e-mail

A copy of P11 to be attached.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.