



United Nations Assistance Mission for Afghanistan (UNAMA)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	24/03/2015
Post Title	Security Assistant
Level	GL-5 (Fixed-term)
Organizational Unit	Security
Location	Kandahar Field Office
Number of post	01
Issuing Date	29/03/2015
Closing Date	12/04/2015

Important note: UNAMA will only accept properly completed and signed Personal History Form's (P.11) received by the due date. CVs or resumes will not be considered nor will late submissions.

DUTIES AND RESPONSIBILITIES

Under overall supervision of the HoO and RAO, the Security Assistant shall under direct operational command of and/or be reporting to the FSCO, Deputy Field Security Coordination Officer (DFSCO), for the command, control and co-ordination of all UNAMA security related matters.

- Assists the FSCO, D/FSCO, MSO and AFSCO with all aspects of operations;
- Maintains excellent and regular contacts with security officials of all UN agencies, funds and programmes;
- Liaises and coordinates with government/local authorities in all provinces of the region;
- Assists with preparing and updating regional security briefings, including as Power Point Presentations, to UN staff and visitors;
- Assists with input to the regional security plan and regional as well as local security risk assessments;
- Assists with drafting the daily and weekly security situation reports;
- Drafts quarterly incident reports;
- Ensures the timely submission by the UN agencies, funds and programmes of significant incident reports. This includes proper follow-up and filing as well as eventual registration in Central Region Security's draft input to the Secretary-General's report to the General Assembly on UN staff and their eligible dependents' involvement in significant security incidents;
- Assists with input to the warden system;
- Ensures the maintenance of updated staff lists;
- Oversees that Minimum Operational Security Standards (MOSS) are maintained;
- Provides data for updating of maps;
- Provides input to the determination of regional security levels;
- Conducts security assessments and provides advice on security measures for missions, offices, compounds and conferences/meetings/workshops etc.;
- Conducts security assessments and provides advice on security measures for the residences of UN staff as required;
- Keeps the regional incident database up-to-date;
- Performs basic first aid as required, in particular in emergency situations;
- As required, is available 24/7 to follow up on security incidents, especially in emergency situations;

- Provides input to the tracking system and participates in the security clearance process;
- Keeps track of the local printed media and provides analysis thereof as required.
- Acts as interpreter from Pashtu and Dari to English as required;
- Translates official documents etc. from Pashtu, Dari and Urdu into English as required;
- Acts as the office driver as required;
- Performs any other duties as required by the FSCO, D/FSCO, MSO and AFSCO.

QUALIFICATIONS AND EXPERIENCE

Education: High School diploma is required,

Work Experience: Five (5) years of relevant experience is required. Experience/Training with a civilian police or with military police would be an asset. Knowledge of HF and VHF radio operations; Must be mentally and physically fit.

Languages: Fluency in written and oral English and Dari/Pashtu is required.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows pride in work and achievements. Demonstrates professional competence and mastery of the subject. 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.

Takes responsibility for incorporating gender perspective and ensuring the equal participation of women and men in all areas of work.

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.

Planning & 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.

APPLICATIONS

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to:

unamava_kandahar@un.org

Applicants should indicate VA Number and Post Title on the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number and Post Title in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.

Please note that any information provided on the P.11 form will be considered binding.

The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.

Qualified female candidates are encouraged to apply

Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.