



UNISFA

United Nations Interim Security Force for Abyei

قوة الأمم المتحدة المؤقتة فى ابىي

JOB OPENING ANNOUNCEMENT

Job Opening No. : UNISFA-NS-ABY-2016-003
Issuance date: 21 August 2016
Deadline for application: 20 September 2016

The United Nations Interim Security Force in Abyei (UNISFA) is seeking a qualified candidate for the following position:

Post Title	Post Grade	Location	No. Of Positions
Security Assistant (Operations and Administration)	GL-4	Abyei	2
POSITION OPEN FOR SUDAN AND SOUTH SUDAN CITIZENS ONLY			

Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

Organizational Setting and Reporting Relationships:

Security Assistant (Operations and Administration) at this level usually reports to the designated Officer in Charge (OIC) Security Operations and Admin Unit (Ops/Admin) or to the Chief Security Officer (CSO), when necessary. Under the overall supervision of the Safety and Security Section, the Security Assistant reports to a Mission Security Officer, on all security operations as assigned.

Duties and Responsibilities:

Within limits of delegated authority and under the guidance and supervision of the designated Mission Security Officer (MSO) and or Supervisor, the incumbent will be responsible to carry out the following duties and responsibilities:

- Responsible for a wide range of operational and administrative duties related to the Security Section;
- Assist in monitoring the prevailing local Security situations, conditions and trends and report significant events/incidents in a timely manner to the appropriate supervisors. Ensure reports are disseminated in a timely manner and advises UN personnel;
- Assist in database entry for staff list, security briefing and training and attendance monitoring and compilation;
- Assist in liaising with local community leaders in security related matters;

- Assist in monitoring the Air, Land emergency evacuation capability as per the security plan;
- Ensures the confidentiality of information and sensitive documents;
- Assist in manning and monitoring the Security Operations Center (SOC); report security breaches/incidents within the mandates to Safety and Security Section, while ensuring strict confidentiality.
- Operate and maintain permanent radio contact with all stations and vehicles in the United Nations radio networks. Guarantee efficient communications and information flow for all involved units and Agencies.
- Ensure that the fire prevention devices and fire-fighting equipment are kept in good condition and functional;
- Establish and maintain a proper filing system for easy retrieval when required; by ensuring the prompt filing of incoming and outgoing documentation from the section;
- Prepare and monitor the section's leave plans to ensure continuous smooth work flow and provides advance information to the MSO or designated OIC of leave periods of officers in sections to plan manpower support when needed;
- Serves as the Designated Time and Attendance Reporting Focal Point for the section. Maintains attendance records for the section. Ensure timely completion and submission of attendance records for national and international staff of the section.
- Consolidate monthly requests for office supplies for the section, liaison with supply for the replenishment of stocks of office stationary with the section and any other urgent requirements such as office equipment etc;
- Constant liaison with service providers such as Supply, Information Technology (IT) and Communications, Base Management Section (BMS), Engineering to ensure smooth working of office equipment;
- Performs generic security duties as may be assigned to include Logistics, Pass and ID, Investigations, Guard force; monitor the contracted security guards and ensure that posts are manned at all times;
- Performs other duties as required/directed by the MSO, Supervisor or designated OIC or other Security Officers as applicable

Expected Results:

Ensures the smooth and effective running of the office. Ensures timely and proper dissemination of incoming and outgoing correspondence and ensure that the filing system is maintained and updated regularly so as to enable quick retrieval of information when required. Maintenance of up to date records of correspondence, attendance, staff leave, leave plans etc. Provide reliable and efficient operational and administrative support to the designated MSO and other Security Officers as applicable.

Competencies:

- **Professionalism:** Ability to manage sensitive information and to apply good judgement in the context of assignment given. Trustworthy and with high sense of responsibility and initiative. 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.

- **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
- **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.

QUALIFICATIONS

Education:

- High school diploma or equivalent is required.

Experience:

- At least four (4) years of progressively responsible security experience with a local, national or private police, security or fire brigade organization. Experience with the UN is an advantage. Previous operational or administrative occupation/employment is an advantage.

Language:

- Fluency in spoken and written English is required. Fluency in the local language is essential.

Other Skills:

- Basic computer skills are required; proficiency in the use of fax machines, scanners/digital senders and other security related equipment is highly desirable.
- Willingness to work in a complex and hazardous environment;
- Ability to manage sensitive information;
- Excellent interpersonal skills;
- Physical fitness

SUBMISSION OF APPLICATIONS:

Candidates should submit with their application the following documents:

1. Cover letter (letter of motivation or application letter);
2. The United Nations Personal History form (P-11);
3. Academic certificate(s) and/or University/High school /secondary diplomas;
4. Birth Certificate;

By E-mail:

All applicants are strongly encouraged to apply by e-mail and MUST include ONLY the Vacancy Announcement Number in the subject line of their email.

For example, **UNISFA-NS-ABY-2016-003**

Email address: unisfa-rec-ns@un.org

By Hand:

Applications can be submitted personally at the Human Resources Office at UNISFA Headquarters in Abyei or through the UNISFA-JBVMM Offices in Gok Machar (Sector Administrative Office), Kadugli (Human Resources). Applications can also be submitted at UNISFA Offices in Wau, Juba and/or at the UNISFA Back Office in Entebbe, Uganda.

The applications should be submitted to the attention of Chief Human Resources Officer, United Nations Interim Security Force for Abyei (UNISFA) prior to the established deadline.

Applications received after the deadline will not be entertained.

Applications from equally qualified female candidates are particularly encouraged.

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