



Job Opening Field Security Radio Operator UNSMIL-GS4-JO016/2019

Title:	Field Security Radio Operator
Level/type:	GS-4
Duty Station:	Tripoli
Section:	Security Section
Number of Positions	02 Positions
Date of Issue:	2 May 2019
Deadline for applications:	16 May 2019

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:

STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.

STEP 2: Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org. The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-GS4-JO016/2019)

ORGANIZATIONAL SETTING AND REPORTING:

This post is located within the Integrated Security Section of the United Nations Support Mission in Libya (UNSMIL). The post is located in Tripoli, Libya. The incumbent will be under the overall supervision of the Chief Security Adviser.

UNSMIL's mandate as renewed in SC resolution 2434 of 13 September 2018 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) support to key Libyan institutions; (b) support for the provision of essential services and delivery of humanitarian assistance; (c) human rights monitoring and reporting; (d) support for securing uncontrolled arms and related materiel and countering their proliferation; and (e) coordination of international assistance, and provision of advice and assistance to GNA-led efforts to stabilize post-conflict zones.

JOB DESCRIPTION:

Within the limit of the delegated authority, the incumbent will be responsible of the following tasks:

- Conducts radio checks with all Security Guards on duty daily.
- Conducts radio checks with all International Security Officers at designated hours daily (including weekends and holidays).



- Conducts radio checks with all International Staff and Re-locatable National Staff including UN Agencies and Visitors at designated hours daily.
- Monitors the various radio channels and reports all security incidents to the Security Duty Officer.
- Assists in broadcasting all security related information to the Mission Staff Members via the various radio channels as directed by Security Radio Room Supervisor.
- Provides necessary assistance to all UN staff and staff of other affiliated organizations who may need security assistance through radio channels or telephone.
- Advises all radio users who stray to the security channel with matters not related to security to switch to the proper channel
- Responds to all telephone calls coming into the radio room and directs the person to the appropriate section.
- Maintains control of all spare keys to mission offices. Registers the withdrawal and return of all keys in the key register log book. Maintains the key control register.
- Assists in recording and maintaining all activities occurring during his/her shifts
- Assists in maintaining an updated list of all emergency contact numbers.
- Assists in maintaining the telephone numbers and call signs of all senior security personnel, International and national Staff including UN Agencies and Visitors.
- Assists in maintaining and familiarizing with the weekly/monthly duty rosters for the various sections within the mission.
- Maintains all equipment assigned to the radio room.
- Reports any damages of any equipment assigned to the radio room and arranges for the repairs of such equipment.
- Performs other duties as directed by the supervisor.

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 audience; demonstrates openness in sharing information and keeping people informed.

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.

QUALIFICATIONS:

Education: High school diploma or equivalent is required.

Experience: At least three (3) years of progressive experience as a Radio Operator or in related field such as Security Communication Center, Emergency Operation Center, and Quick Response Control Center, etc. Relevant experience using UHF/HF/VHF communications system is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Fluency in Arabic is required.

ASSESSMENT:

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

SPECIAL NOTICE:

Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country and shall comply with any host country agreement in effect. Applicants who are not **nationals from Libya** must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations.

An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

ADDITIONAL INFORMATION:

Ability to remain calm and assist the colleagues in emergency situations, willingness to work extra hours, alertness, emotional stability, a high sense of confidentiality.

Due to the high volume of applications received, **ONLY** those applicants who are short-listed will be notified.

Incomplete applications or applications received after the deadline will not be considered.

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.