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## JOB POSTING DETAILS

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| <b>Posting Title:</b>        | <b>Security Assistant, GL-6</b>                                       |
| <b>Job Code Title:</b>       | <b>Field Security Assistant</b>                                       |
| <b>Opening Number:</b>       | <b>OSESGY-2017-NJO-010 (Amman)</b>                                    |
| <b>Department/Office:</b>    | <b>Office of the Special Envoy of the Secretary-General for Yemen</b> |
| <b>Location:</b>             | <b>Amman, Jordan</b>  |
| <b>Type of Contract:</b>     | <b>Fixed Term</b>   |
| <b>Duration of Contract:</b> | <b>One (1) Year Renewable</b>   |
| <b>Posting period:</b>       | <b>Two (2) Weeks</b>  |

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Special Notice:**

The Office of the Special Envoy of the Secretary General for Yemen invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email [OSESGYrecruitment@un.org](mailto:OSESGYrecruitment@un.org). Female applicants are highly encouraged to apply for this vacancy.

Important Notice: Applicants are required to submit only the P-11 form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume. Therefore, *only applications made via the UN P-11 form will be considered*. Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

### **Org. Setting and Reporting:**

This position is located in the Safety and Security Section in the Office of the Special Envoy of the Secretary-General to Yemen (OSESG-Yemen) based in Amman, Jordan. The Security Assistant will report to the Security Officer.

## **Responsibilities:**

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

- Coordinates the opening, closure and entry into buildings to ensure security of the Office premises and issues building passes as appropriate.
- Manages all aspects of the administration and work of security guards and watchmen.
- Ensures that routine patrols and/or sector patrols are conducted to check security of buildings, personnel, equipment and adherence to rules and regulations.
- Ensures receipt, recording and appropriate actions are taken on information received through all communication means.
- Coordinates monitoring and control of communications network to ensure security and discipline.
- Ensures adherence to computer and information security guidelines.
- Ensures close cooperation with the mission IT section to facilitate the implementation and maintenance of all technically related matters that are necessary for a secure IT network environment.
- Assists in investigating IT security breaches in conjunction with the IT section and provides recommendations to the supervisor.
- Conducts periodic security surveys of offices and other mission facilities to identify weakness and proposes possible solutions.
- Instructs security and safety personnel in the performance of security services, including fire control and physical security of the premises, first aid procedures, use of equipment and other required tasks.
- Conducts investigations as directed and prepares comprehensive reports and recommendations on accidents and incidents involving UN personnel, installations and equipment.
- Liaises where necessary with designated host government security, safety and emergency personnel at the working level to facilitate fact-findings and recommendations.
- Exchanges security related information with mission components at the working level and UN agencies in the same area to ensure an awareness of the current security issues, as needed.
- Conducts threat assessments and comprehensive site surveys.
- Prepares and provides security briefings, written security advice and recommendations to the mission hierarchy.
- When delegated, prepares quarterly and other routine security reports. When required, perform duties as Security Liaison Officer for the Special Envoy during his stay in Amman, Jordan.
- Performs other duties as assigned.

## **Competencies:**

**Professionalism:** Knowledge of United Nations Security policies, procedures and practices. Demonstrated sound judgment in applying United Nations Security policies, procedures and

practices and in applying technical expertise to resolve a range of protection management issues/problems. Ability to lead, motivate officers under command as well as manage and evaluate performance of officers under command. Ability to provide oversight and take responsibility for delegated assignment of officers under command. Demonstrated decision-making capacity. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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.

### **Education:**

A high school diploma or equivalent is required.

Training in military or police procedures and practices, and self-defense techniques is required. Training in martial arts and/or specialized security practices would be an asset.

### **Work Experience:**

A minimum of seven (7) years of progressively responsible security experience with a local, national or private police, security or fire brigade organization is required.

### **Languages:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

### **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.

## **No Fee:**

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.