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## JOB POSTING DETAILS

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<b>Posting Title:</b>	<b>Field Security Assistant, GL-5</b>
<b>Job Code Title:</b>	<b>Security Assistant</b>
<b>Opening Number:</b>	<b>OSESGY-2017-NJO-021 (Sana'a)</b>
<b>Department/Office:</b>	<b>Office of the Special Envoy of the Secretary-General for Yemen</b>
<b>Location:</b>	<b>Sana'a, Yemen</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>Three (3) 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).

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 Sana'a, Yemen. The Security Assistant will report to the Chief Security Officer, through the Security Coordination Officer.

**Responsibilities:**

Within limits of delegated authority and depending on location, the Field Security Assistant will carry out the following duties:

- Controls the opening, closure and entry into buildings to ensure security of the Mission premises and issues building entry 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.
- Receives, records, and appropriately takes action based on information received through all communication means.
- Monitors and controls communications network to ensure security and discipline.
- Monitors adherence to computer and information security guidelines.
- Works closely with the Mission IT section to ensure the implementation and maintenance of all technical related matters that are necessary for a secure IT network environment.
- Investigates IT security breaches in conjunction with the IT section.
- Conducts security surveys of offices and other Mission facilities.
- Obtains comprehensive security information and produces background papers relating to incidents that affect safety and security in the Mission.
- Instructs personnel in the performance of security services, including fire control and physical security of the premises, first aid procedures, use of equipment and operation of automated alarm and video surveillance system.
- Conducts investigations as directed and prepares comprehensive reports on accidents and incidents involving UN personnel, installations and equipment.
- Liaises under the direct supervision of the CSO, where necessary with designated host government security, safety and emergency officials.
- Liaises and exchanges security related information under the direct supervision of the CSO, with all components of the mission and other UN agencies in the area.
- Contributes to threat assessments and site surveys.
- Prepares and provides security briefings, written security advice and recommendations to the Mission hierarchy.
- Produces incident based security and travel advisories.
- Prepares quarterly and other routine security reports for OSESGY CSO and UNDSS Yemen, as required.
- Performs various security tasks set by the CSO, including field missions to the entire area of operation.

### **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.

**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.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**Education:**

High school diploma or equivalent technical or vocational certificate 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 five (5) years of progressively responsible security experience with a local, national or private police, security or fire brigade organization is required. Previous experiences with the Yemeni security forces, as a Commissioned Officer is desired. United Nations working experiences is considered as an asset, as well as previous working in United Nations missions.

**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.