
JOB POSTING DETAILS

Posting Title:	Field Security Assistant, GL-6
Job Code Title:	Field Security Assistant (Job code 7407)
Opening Number:	OSESGY-2023-TJO-007
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Amman, Jordan
Type of Contract:	Temporary Appointment
Duration of Contract:	through 31 December 2023
Posting period:	25 July 2023 – 1 August 2023

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

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 (Admin Profiles created in Inspira) to the Recruitment Unit via email OSESGYrecruitment@un.org.

Important Notice: Applicants are required to submit only the PHP form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume nor P11s. Therefore, *only applications made via Inspira will be considered.*

To create a draft PHP in Inspira that is not be associated to a specific job opening, please follow this link (<https://www.manula.com/manuals/united-nation-dos-cdots/applicant-guide/1/en/topic/starting-an-application>). 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 (OESYG-Yemen) based in Amman, Jordan. The Security Assistant will report to the Security Officer based in Amman.

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.
- Investigates 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 operation of automated alarm and video surveillance system.
- 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.
- Produces incident based security and travel advisories.
- Prepares quarterly and other routine security reports.
- Performs other duties as assigned.

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. 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.

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:

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 is desirable.

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.
International Experience from a UN mission in a high-risk country is desirable.
Experience in improving physical security measures and guard force management is desirable.
Experience in investigative work and report drafting is desirable.

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.