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## JOB POSTING DETAILS

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<b>Posting Title:</b>	<b>Field Security Assistant, GL-4</b>
<b>Job Code Title:</b>	<b>Field Security Assistant</b>
<b>Opening Number:</b>	<b>UNMHA-2023-TJO-014</b>
<b>Department/Office:</b>	<b>United Nations Mission to Support the Hudaydah Agreement (UNMHA)</b>
<b>Location:</b>	<b>Duty stations (Sana'a)</b>
<b>Type of Contract:</b>	<b>Temporary Appointment</b>
<b>Duration of Contract:</b>	<b>Six Months</b>
<b>Posting period:</b>	<b>26 July -02 August 2021</b>

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

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### **Special Notice:**

To apply for UNMHA Job Openings, you will be required to initiate an account in Inspira and create an offline application. Please send us a copy of the admin profile as PDF to UNMHA recruitment via following email: [unmha-recruitment@un.org](mailto:unmha-recruitment@un.org). Any other application will not be accepted and will disqualify you from the recruitment process. Female candidates are highly encouraged to apply.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

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

This position is located in the Safety and Security Section in the United Nations Mission to Support the Hudaydah Agreement (UNMHA) based in multiple duty stations (Sana'a – Yemen). The Field Security Assistant will report to the Chief Security Officer, through the Field Security Officer

### **Responsibilities:**

- Provides general administrative support services in order to assist the Security Officers fulfill their duties vis-a-vis staff members and their dependents;

- Assists with data consolidation and dissemination of relevant security information required for the analysis of the security situation by the Chief Security Officer (CSO), Deputy Chief Security Officer (DCSO) and Security Officers;
- Assists the Security Officers in the Security Operations Branch with the preparation of any security related documents including Security Plans, MORSS, MOSS, regular reports and any other reports related to the security section activities as well as providing the Operations Branch units with administrative assistance;
- Drafts correspondence and maintains records for the Security Training Courses delivered to security and field mission's personnel;
- Provides support during the implementation of the Security Plan under the directions of the Chief Security Officer;
- Assists in reviewing the logistics requirements and other related actions required for the preparation of training courses, drills and other security exercises;
- Monitors and facilitates the implementation of security policies and procedures in close coordination with the security operation unit's supervisors and others;
- Provides support in organizing and conducting security awareness and preparedness activities, and provides security orientation to newly assigned staff members, as well as conducting security briefings, as required;
- Assists with the preparation of the Induction Training courses, related presentations and documents;
- When and if required, prepares security presentations for the CSO and the Security Officers in other units.

### **Core 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.

**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 the 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.

**Education:**

High school diploma or equivalent is required. Specialized Security training/courses are desirable.

**Work Experience:**

A minimum of three (03) years of relevant experience in Security or related areas such as Police and Military experience is required.

The minimum year of relevant experience is reduced to (1) for candidates who possess a first-level university degree or higher.

**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.