

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

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**VACANCY ANNOUNCEMENT # 181/05/2009**  
**Re-advertisement**

Title:	<b>Senior Security Assistant</b>
Number of posts:	One
Type of contract:	Appointment of Limited Duration (ALD)
Category:	General Service (Local)
Grade:	GSL-5
Duty stations:	<b>Tirinkot</b>
Issuing date:	20 May 2009
Closing date:	03 June 2009

Under the overall supervision of ASC and direct supervision of FSCO or DFSCO, the incumbent shall perform the following duties and responsibilities:

**Duties:-**

- Assists the FSCO, D/FSCO and or the AFSCO in the daily operations of their offices.
- Assists the FSCO D/ FSCO and the AFSCO to prepare and update the briefing of the staff members of the regions and visitors on the security situation within the region.
- Assists the FSCO, D/FSCO to update regional security plans and warden system.
- Liaises and coordinates with the local government and international security organizations
- Maintaining and updating staff lists and contact details.
- Assist in Minimum Operational Security Standards ( MOSS) inspection.
- Assist in assessing the security situation at the duty station and prevailing security advice.
- Assist in setting up and the efficient operations of the Emergency Communication equipment.
- Assist in conducting security evaluations and providing advice on the security measures for the residences of UN Staff and UN offices.
- Translate document from local Language into English language and Vice Versa.
- Assist in drafting daily and weekly security reports.
- Assistant in providing accurate incident reports.
- Assist in maintaining a security road / air mission clearance system.
- Assists with the processing of procurement requirements.
- Performs all other duties as may be directed by the FSCO/DFSCO and or the AFSCO.

**Competencies:**

**Professionalism:** Demonstrated decision- making capacity. Ability to manage and evaluate performance of staff under supervision; demonstrated sound judgment in security management skills to resolve a range of protection issues/problems; excellent knowledge of United Nations Security policies, procedures and practices.

**Planning and Organization:** Ability to plan and organize assignments for staff under supervision.

**Accountability:** Operates/functions in compliance with service rules, regulations, policies and procedures. Assumes full responsibility for all actions and decisions. Technology Awareness:

Willingness to use automation technology. Computer skills are required. **Client Orientation:** Professional and courteous attitude and demonstrated ability to work effectively in a stressful environment. **Communication:** good oral and written communication skills in English are required. Ability to provide instruction clearly and concisely both orally and in writing. A high sense of confidentiality. **Teamwork:** Ability to lead and motivates staff under supervision. Ability to work in multi-ethnic environment with sensitivity and respect for diversity, including gender balance. Ability to resolve conflicts among the security staff. **Commitment in continues learning:** Interest in upgrading and learning new skills in professional area.

**Qualifications and experience:**

**Education:** High School Diploma with supplement security trainings.

**Experience:** Minimum of six (6) years of progressively responsible progressive security management skills, civilian police force or military police experience.

**Language:** Fluency (written/spoken) in English as well as Dari and Pashtu.

**Applicants meeting the above qualifications are requested to submit the following only:**

- A one-page Covering Letter expressing your interest/ suitability for this Post
- Curriculum Vitae (CV) & the P-11
- Copy of High School Diploma

**Note:** We request that you kindly review the VA carefully to check that you are meeting the minimum requirement for the post, and then apply. You are also requested not to attach any other extra documents like experience certificates etc. Only those applications will be reviewed that clearly indicate the vacancy number and the Job Title in the email subject line; if the application is being sent via email or on the envelope; if it is being sent in hard copies.

**If you are sending your applications in Hard Copies, please address them to:**

**Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road, Kabul,  
Afghanistan,**

**If you are sending your applications in Soft Copies, please Email your application to:**

[unamava\\_support@un.org](mailto:unamava_support@un.org)

**OR**

**UNAMA Kandahar Regional Office**