



**United Nations Assistance Mission for Afghanistan (UNAMA)**  
**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

<b>Vacancy No.</b>	<b>19/02/2016</b>
<b>Post Title</b>	<b>Security Assistant</b>
<b>Level</b>	<b>GL-3 (Fixed-term)</b>
<b>Organizational Unit</b>	<b>Security</b>
<b>Location</b>	<b>Kandahar Field Office</b>
<b>Number of post</b>	<b>01</b>
<b>Issuing Date</b>	<b>16/02/2016</b>
<b>Closing Date</b>	<b>01/03/2016</b>

**Important note:** UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. **CVs or Resumes** will not be considered nor will late submissions after closing date.

**DUTIES AND RESPONSIBILITIES**

Security Assistant is responsible for implementing the duties and responsibilities as instructed by the FSCO / Deputy FSCO / MSO. Security Assistant is expected to perform the following functions:

- Assists the FSCO, DFSCO and MSO with all aspects of security operations in the region.
- Maintains excellent and regular liaison with security officials of all UN agencies, funds and programs and other interlocutors in the region.
- Liaises and coordinates security matters with government/local authorities in all provinces of the region.
- Assists the MOSO's with preparing and updating security briefings to UN staff and visitors.
- Assists in the preparation of the regional security plans as well as security risk assessments.
- Assists the FSCO/DFSCO with information pertaining to ASMT presentations / meetings.
- Assists in the drafting of daily and weekly security situation reports.
- Ensures the timely submission by the UN agencies, funds and programs of significant incident reports.
- Attends ASMT and takes Minutes.
- Coordinates the issue of UN Identification Cards of staff members and Contractors with UN Security Pass and ID Unit.
- Assists in the preparation /of UN warden system.
- Ensures the maintenance of updated staff lists.
- Oversees the compliance of UN Minimum Operational Security Standards (MOSS).
- Provides inputs in the determination of provincial security level system.
- Assist the MOSO's to carryout security assessments and provides advice /inputs on security measures for missions, offices, compounds and conferences/meetings/workshops etc.
- Keeps the security database up-to-date.
- Performs basic first aid as required, particularly in emergency situations.
- Follow up on security incidents on 24 /7 basis and inform the Security Operations Room of UN Security – SR especially in emergency situations.

- Provides input to the tracking system and participates in the security clearance process.
- Keeps track of the local printed media and provides analysis to the FSCO /DFSCO / MSO thereof as required.
- Acts as interpreter from Pashtu and Dari to English as required.
- Acts as the office driver as required.
- Performs any other duties as required by the FSCO, DFSCO and MSO.

#### **Results Expected:**

Staff member should maintain excellent physical condition to meet the rigorous challenges to mitigate fire emergencies within assigned compound. Displays initiative, loyalty and professionalism with team members and accepts responsibility for assigned tasks.

#### **QUALIFICATIONS AND EXPERIENCE**

**Education:** High school diploma or equivalent technical or vocational certificate.

**Work Experience:** A minimum of two (02) years of experience in the military, police, information management or security management is required. Experience in information management with a military, police, international information management, or international security management organization is required.

UNDSS certification in any of the following is an asset. Security Certification Programme, Hostage Incident Management, Close Protection Officers Course, and Security Investigation.

**Other requirements:** Knowledge of HF and VHF radios is an advantage. Should be able to operate light vehicles (4x4) and must possess a valid driving licence. Must be mentally and physically fit. Computer skills (MS Word/ Excel) are required.

**Languages:** Fluency (written/spoken) in English as well as Dari and Pashto.

#### **UN CORE VALUES AND COMPETENCIES**

**Professionalism:** Shows pride in work and achievements. Demonstrates professional competence and mastery of the subject. 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.

Takes responsibility for incorporating gender perspective and ensuring the equal participation of women and men in all areas 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.

#### **APPLICATIONS**

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to:

[unamava\\_kandahar@un.org](mailto:unamava_kandahar@un.org)

**Applicants should indicate VA Number and Post Title on the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number and Post Title in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.** Please note that any information provided on the P.11 form will be

considered binding. **The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.**

**Qualified female candidates are encouraged to apply**

Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.