

Posting Title : FIELD SECURITY ASSISTANT, G6
Job Code Title : FIELD SECURITY ASSISTANT
Department/ Office : United Nations Office in Central Africa
Location : LIBREVILLE
Posting Period : 20 January 2023-10 March 2023
Job Opening number : 23-SEC-UNOCA-199998-R-LIBREVILLE (R)
Staffing Exercise : N/A

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

Org. Setting and Reporting

Under the overall guidance and supervision of the UNOCA Security Officer, the Field Security Assistant assists in the implementation of security operations and all matters relating to the management of safety and security for UNOCA personnel and assets at the duty station and in the different areas of intervention.

Responsibilities

- Assists in collecting, updating, and communicating information regarding the security situation in the country.
- Assists in updating the UNOCA Warden system, including updating staff lists and assets.
- Establishes and maintains warden system and keeps update of information related to UNOCA office and staff residences.
- Assists in reporting security incidents affecting UNOCA staff, offices, and assets.
- Assists in ensuring UNOCA office safety, and security preparedness.
- Assists in conducting investigations on incidents affecting UNOCA personnel and assets.
- Helps in the preparation and review of the Fire Safety Plan.
- Supports actions during the implementation of the UN Security and Fire Safety Plans, as required.
- Liaises and coordinates, as appropriate, with the host government security organizations and/or personnel, including national and local provincial authorities, military, and police officers, as required.
- Helps to assess the security situation at the duty station and ensures adequate gathering and

verification of security information that may be required for a proper analysis of the situation.

- May be requested to attend SMT meetings, in the absence of the UNOCA Security Coordination Officer.
- Assists in the conduct of residential security surveys for UNOCA staff.
- Establishes and maintains UNOCA warden system and keeps update of information related to UNOCA office and residences.
- Assists in monitoring compliance with Security Risk Management Measures (SRMM) and Residential Security Measures (RSM) established for the duty station. Also assists with the compilation of data required for the SRMM.
- Assists in reporting security incidents affecting UNOCA staff, offices, and assets, and in the preparation of security reports, such as the daily security report, the Significant Security Incident Report System (SSIRS), the Security Assessments and the weekly/monthly Incident Reports.
- Provides support in organizing and conducting training on security awareness and preparedness and providing security orientation to newly assigned UNOCA staff members.
- Assists in maintaining the contacts (telephone, emails, whatsapp etc...) of UNDSS teams and other security stakeholders in countries where UNOCA staff members implement their programmes namely Sao Tome & Principe, Angola, Chad, Equatorial Guinea, Central Africa Republic, Burundi, Republic of Congo, Democratic Republic of Congo, Cameroon, and Rwanda and follow up the development of the security situation in these countries.
- Maintains routine and confidential correspondance files/documents.
- Maintains a database on contact details in relation to host country security authorities.
- Assists in the facilitation of announced SRSG' visits access in the UN Headquarters.
- Establishes and maintains UNOCA warden system and keeps update of information related to UN offices and residences.
- Assists in the monitoring of CCTV cameras installed at UNOCA office.
- Facilitate check-in procedures at the Libreville airport during SRSG' visits.
- Assists in the administration of a pass and ID system.
- Train UNOCA fire wardens.
- Draft Fire Safety Plans.
- Conduct emergency fire safety drills.
- Conduct facility fire safety inspection.
- Conduct fire safety investigations.
- Draft monthly, quarterly, and annual fire inspection reports.
- Supervise guard force deployed at SRSG's residence and report to UNOCA Security Officer.
- Performs other security-related tasks assigned by the UNOCA Security Coordination Officer.

Competencies

Professionalism (with gender indicator) :

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.

Gender indicator for positions in the GS and related categories:

[Professionalism]. 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.

Planning and 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.

Creativity: Actively seeks to improve programmes or services. Offers new and different options to solve problems or meet client needs. Promotes and persuades others to consider new ideas. Takes calculated risks on new and unusual ideas; thinks "outside the box." Takes an interest in new ideas and new ways of doing things. Is not bound by current thinking or traditional approaches.

Technological awareness: Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

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.

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.

Education

- Minimum High school diploma or equivalent; university degree desirable.

Job Specific Qualifications

Work Experience

Six (06) years of experience in security, preferably in fire service or military/police context or related field of work is required.

Prior experience with local fire service is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in either language is required; and knowledge of local languages/dialects.

Assessment

Evaluation of qualified candidates includes an assessment exercise and will be followed by competency-based interview.

Special Notice

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment.

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

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and

indicated in the application.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information

pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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.