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## JOB OPENING

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Functional Title & Level:	Field Security Assistant (GS-5)
Org. Unit	Security Section
Duty Station:	Port-au-Prince
Posting Period:	19 June- 03 July 2018
Job Opening Number:	MINUJUSTH-NJO-2018-014

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### Special Notice

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

**All interested candidates should submit ONLY their Personal History Profile (PHP)** via email at [minujsth-recruitment@un.org](mailto:minujsth-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUJUSTH website <https://minujsth.unmissions.org/offres-demploi>.

Important: Functional title and job opening number **MUST** be indicated in the subject of your e-mail application in order to be considered for review.

### Organizational Setting and Reporting

This position is located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Field Security Security Assistant (GS-5)** usually reports to Field Security Officer or to the head of Section/Unit. The incumbent manages all aspects of the administration and work of security guards and watchmen; Obtains comprehensive security information and produces background papers relating to incidents that affect safety and security in the Mission; Instructs personnel in the performance of security services.

### Responsibilities:

Within limits of delegated authority and depending on location, the Field Security Assistant will carry out the following duties:

- Controls the opening, closure and entry into buildings to ensure security of the Mission premises and issues building entry 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.
- Receives records and appropriately takes action based on information received through all communication means.
- Monitors and controls communications network to ensure security and discipline.
- Assumes responsibility for guard force management; Monitors and evaluates office physical security measures, and conducts security surveys of installations and facilities; implements security arrangements;
- Investigates IT security breaches in conjunction with the IT section.
- Conducts security surveys of offices and other Mission facilities.
- Obtains comprehensive security information and produces background papers relating to incidents that affect safety and security in the Mission.
- Participates in the planning and implementation process of protective services for Senior UN Officials, as necessary;
- Instructs 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 on accidents and incidents involving UN personnel, installations and equipment.
- Liaises where necessary with designated host government security, safety and emergency officials.
- Liaises and exchanges security related information with all components of the mission and other UN agencies in the area.
- Conducts threat assessments and 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 for DPKO and UNSECOORD
- Perform any other duties assigned by supervisor

## Competencies

- **Professionalism:** Shows pride in work and 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. Takes responsibility for incorporating gender perspectives 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 and Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments and 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.
- **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**

High school diploma or equivalent technical or vocational certificate is required. Training in military or police procedures and practices, and self-defense techniques is required. Training Certificate related to Radio Operations is desirable.

## **Work Experience**

A minimum of five (5) years of progressively responsible security experience with a local, national or private police, security or fire brigade organization and communication center.

## **Languages**

English and French are the working languages of the United Nations Secretariat. Fluency in English and French (both oral and written) is required.

## **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.