
MISSION IN COLOMBIA JOB OPENING

Internal / External

| | |
|---------------------|--|
| Job Title & Level: | FIELD/LOCAL SECURITY ASSISTANT, GS-5 |
| Department/Office: | UN VERIFICATION MISSION IN COLOMBIA/UNDSS INTEGRATED SECURITY |
| Location: | Florencia - Caquetá, COLOMBIA. |
| Posting Period: | 24 January to 22 February 2023. |
| Job Opening Number: | UNVMC-NJO-2023-005 Fixed-Term for one year with the possibility of extension. |

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

IMPORTANT NOTE:

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) (**CVs will NOT be accepted**). Please review that your application, either P-11 or PHP is properly signed and has information on your contact details: email address and telephone numbers. You must send your application to the following e-mail address: mcrecruitment@un.org

Please be advised that only applications using the UN P-11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

Only Colombian Nationals or Foreign with valid working permit in Colombia are eligible to apply for this Job Openings.

If you are an internal candidate with a Fixed Term, Continuing or Permanent Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.

As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.

#United_for_Gender_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia: <https://www.youtube.com/playlist?list=PL-8SCkVjge3073SwTDG1VQf1oLTWfUQ4>.

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.

Organizational Setting and Reporting:

This position is located in Florencia - Caquetá with the UN Verification Mission in Colombia as part of the UNDSS Security Integrated Workforce (ISW). The Field/Local Security Assistant (FSA/LSA) reports to the Field Security Coordination Officer (FSCO) and assists in the implementation of security operations and all matters relating to the management of safety and security for UN Personnel, UN Premises and Assets of the Organizations of United Nations in the region of assignment.

Responsibilities:

Within the limits of delegated authority, the FSA/LSA may be responsible for performing 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.
- Monitors adherence to computer and information security guidelines.
- Conducts security surveys of offices and other Mission facilities.
- Communicates information on security to the Organizations of United Nations and provides host country security advice to UNDSS in the absence of the FSCO as required.
- Maintains regular contacts with Security Wardens and Focal Points of the Organizations of United Nations in the region of assignment.
- 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, including fire control and physical security of the premises, first aid procedures, use of equipment and operation of automated alarm and video surveillance system.
- 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.

- Assists in maintaining the Security Plan, including updating UN Personnel, as well reporting, and preparing security incidents affecting UN Personnel, offices, and assets, such as the Security Incident Report, the Security Assessments, and the Quarterly Incident Report, and notify your immediate supervisor of urgent events that arise, and follow up with the corresponding authorities when requested by the FSCO.
- Support the FSCO in the preparation of VIP visits and missions as required.
- Ensures that all UNVCMC policies are applied and followed thoroughly across all processes, including adherence to UNVCMC code of conduct and ethics, and integrates a gender-sensitive approach in all functions.
- Performs other related duties as required.

Core Values:

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.

Competencies:

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:

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 in martial arts and/or specialized security practices is desirable.

Experience:

A minimum of Five (5) years of progressively responsible security experience with local, national, or private police, security or fire brigade organization is required.

Prior experience with the UN system or an international NGO is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Spanish is required.

Knowledge of another official United Nations language is an advantage.

NOTE: Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "knowledge of" equals a rating of "confident" in two of the four areas.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence, and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.

Candidates may subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in security therefore, female applicants are highly encouraged to apply.

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.