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## MISSION IN COLOMBIA JOB OPENING

### Internal / External

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Job Title & Level:	FIELD SECURITY ASSISTANT, GS-5
Department/Office:	UN MISSION IN COLOMBIA/UNDSS INTEGRATED SECURITY
Location:	San Vicente del Caguan, COLOMBIA
Posting Period:	5 – 19 December 2018
Job Opening Number:	MC-NJO-2018-033

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

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The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 form, which can be found at <https://colombia.unmissions.org/empleo> No CVs will be accepted) at the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

**Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process, only the P11 form is sufficient. If you need more P11 pages, please print and add them as additional pages to the P11 submission. Please make sure the e-mail application is not larger than 9MB in size.**

#### **IMPORTANT NOTE:**

**In order to implement the United Nations System-wide Gender Parity Strategy, for this job opening preference will be given to equally qualified female candidates.**

We encourage candidates of the region to apply to this position.

#### **Organizational Setting and Reporting:**

This position is located in San Vicente del Caguan with the UN Verification Mission in Colombia. Under the overall guidance and supervision of the respective Field Security Coordination Officer (FSCO), the Local Security Assistants (LSA) reports to the Regional Security Officer (RSO) and assists in the implementation of security operations and all matters relating to the management of safety and security for UN personnel (both from the UNCT and the Mission) in the region of assignment.

## **Responsibilities**

Within the limits of delegated authority, the Field Security Assistant will be responsible for performing the following duties:

1. Assists the FSCO/RSO in collecting, updating and communicating information regarding the security situation in the country:
  - 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 well as non-governmental organizations and other non-State actors in the area of operation;
  - 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 by the FSCO/RSO ;
  - Communicates information on security to the heads of United Nations agencies and provides host country security advice to UNDSS in the absence of the FSCO/RSO, as required;
  - Maintains regular contacts with Security Focal Points of the UN Mission and agencies;
  - May be requested to provide technical assistance at ASMT meetings, in the absence of the FSCO/RSO.
2. Assists in maintaining the Security Plan, including updating staff lists:
  - Helps in the preparation and review of the UN Security Plan;
  - Supports actions during the implementation of the Security Plan, as required.
3. Assists the FSCO/RSO in monitoring compliance with UN Security Risk Measures established for the duty station.
4. Assists in reporting security incidents affecting UN staff, offices and assets, and assists in the preparation of security reports, such as the Security Incident Report, the Security Assessments and the Quarterly Incident Report.
5. Provides support in organizing and conducting training courses on security awareness and preparedness, and providing security orientation to newly assigned staff members. Conducts security briefings, as required.
6. Provides general administrative assistance to the FSCO/RSO

- Maintains routine and confidential correspondence files/documents;
- Maintains a database on contact details in relation to host country security authorities;
- Arranges appointments, receives visitors, places and screens telephone calls and answers queries with discretion, and takes minutes and/or notes at meetings.

7. Performs other security-related tasks assigned by the FSCO/RSO :

- Maintains liaison with commercial companies used for UN security at offices and residences, in order to ensure the effective and efficient use of the guard force.

**Competencies:**

**PROFESSIONALISM:** Knowledge of procurement policies, processes and procedures generally and, in particular, those related to the purchase of supplies and services. 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.

**Planning and Organizing:** Demonstrated ability to establish priorities and to plan, coordinate and monitor his/her own work plan with minimum supervision. Ability to work under pressure or in crises. Availability to travel within the area of responsibility.

**Creativity:** Ability to actively seek to improve services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.

**Teamwork:** Proven interpersonal skills and the ability to listen and work in a multi-cultural, multiethnic environment with sensitivity and respect for diversity.

**Communication:** Proven and sustained communication (verbal and written) skills.

**Education:**

Secondary education is required.

**Experience:**

Five (5) years' experience in security, preferably in the UN, military, police context or related field of work.

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 Spanish (both oral and written) and working knowledge in English is required.