
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING
Internal / External

Job Title & Level:	Associate Security Coordination Officer, NOB (Training)
Department/Office:	UNITED NATIONS VERIFICATION MISSION IN COLOMBIA/ UNDSS INTEGRATED SECURITY
Location:	BOGOTA, COLOMBIA
Posting Period:	2 weeks (March 17 – March 31)
Job Opening Number:	UNVMC-NJO-2021-005

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

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.

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 is properly signed and has information on your contact details: email address and telephone numbers. You may send your application to the following e-mail address: mcrecruitment@un.org

Please be advised that only applications using the UN P11 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.

If you are an internal candidate with a Fixed Term Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application.

Only Colombian Nationals are eligible to apply for Job Openings at the National Professional Officer level.

Organizational Setting and Reporting:

This position is located within the United Nations Department of Safety and Security (UNDSS) Integrated Security of the UN Verification Mission in Colombia and is based in Bogotá. Under the general direction and supervision of the Chief Security Advisor (CSA), the Associate Security Coordination Officer (Training) reports to the Security Coordination Officer and coordinates the planning, preparation and execution of all types of training conducted by the Security Section.

Responsibilities

Within delegated authority, the Associate Security Coordination Officer (Training) will be responsible for the following duties:

- Assist the Security Coordination Officer in the identification and addressing of information gaps in security training, at the level of the United Nations system in Colombia, namely United Nations Country Team UNCT) and UNVMC.
- Understand and apply the principles of the ADDIE model (assessment, design, development, implementation, and evaluation) for the execution of the modules, lessons and courses on Competency-Based Learning (CBL), using the existing material of training modules, practical applications, guidebooks and learning methodologies for adults.
- Create content using Learning Systems Management (LSM) methodologies.
- Support and participate in the assessment, execution and evaluation of the modules, courses and lessons on CBL.
- Provide and administer learning programs, applying various teaching theories, to achieve learning outcomes in Training of Trainers (TT) programs, UNDSS standard programs for training independent mission teams (certificates), or in coordination with staff from the Training and Development Section (TDS) of the HQ UNDSS.
- Prepare the spaces and formulate the logistics and other administrative requirements for carrying out training and learning activities.
- Monitor and review certification procedures to ensure that appropriate standards are being met in pursuit of the course.
- Prepare reports on the safety training of all learning programs, in accordance with established procedures, including appropriate recommendations to improve the Instructional Programs applied by CBL.
- Assist in the coordination of CBL security strategies and policies between agencies, to achieve an efficient and effective learning program.
- Assist in the coordination of third parties, products, and training materials.
- Assist in the implementation of the appropriate certification requirements, in accordance with the policies and guidelines of the United Nations Security Management System, as well as required by operational preparation and standard operating procedures.
- Carry out any other activity that is requested.

The incumbent will have frequent interactions with:

- United Nations Security Management System (UNSMS).
- Integrated Mission Training Centers.
- Personnel of the United Nations system in Colombia (UNCT and UNVMC).
- Civilian, military, police and United Nations Volunteers (UNVs) personnel of the UNSMS.
- Project managers and other personnel.
- Officials of the host government and personnel of the local Public Force.

Expected results:

Effective planning and execution of a security learning system, meeting the security training and information management needs at the mission level.

Core Values:

Professionalism: Excellent knowledge of security management, combined with solid background of military, police or security specialization; Knowledge, understanding and ability to manage security challenges in post-conflict environment; Capability to appropriately manage multiple and diverse security units. 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.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviors. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behavior.

Respect for diversity: Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviors to avoid stereotypical responses. Does not discriminate against any individual or group.

Competencies:

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 audience; demonstrates openness in sharing information and keeping people informed.

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.

Education:

An advanced university degree (Master's degree or equivalent such as a senior command and staff qualification) in security management or business administration, political/social/military science or international relations with focus on security management.

A first-level university degree in combination with two additional years of qualifying experience in military, police or security management may be accepted in lieu of the advanced university degree.

Certification in a relevant UNDSS program such as the SSAFE, SIP, etc. is desirable. Knowledge of Learning Management Systems (LMS) is desirable.

Experience:

A minimum of two years with advanced university degree (four years with a first-level university degree) of progressively responsible experience in the military, police or security management field is required.

Experience in managing multiple and diverse military, police or security units operating in a conflict or post conflict environment is desirable.

At least one year in one of these is desirable:

- Experience in preparing and executing CBL programs for adults, in the field and in formal settings, or
- Adult learning experience, which may include the design and / or implementation of a policy-based training program, or
- Experience in coordinating security units in multicultural environments, or
- Experience in LMS content design.

Languages:

English and French are the working languages of the United Nations Secretariat. For this position fluency in English and Spanish (both oral and written) is required.

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 be 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.