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## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

### Internal / External

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| <b>Job Title &amp; Level:</b> | <b>FIELD SECURITY ASSISTANT, GS-5</b>   |
| <b>Department/Office:</b>     | <b>UN VERIFICATION MISSION IN COLOMBIA/United Nations Department of Safety and Security Integrated Security</b> |
| <b>Location:</b>              | <b>San Vicente del Caguán, COLOMBIA</b>   |
| <b>Posting Period:</b>        | <b>28 April to 27 May 2021</b>  |
| <b>Job Opening Number:</b>    | <b>UNVMC-NJO-2021-006</b>   |

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

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#### **IMPORTANT NOTE:**

**In order to implement the United Nations System-wide Gender Parity Strategy, female candidates are encouraged to apply**

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](mailto: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.

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

This position is located in San Vicente del Caguán with the UN Verification Mission in Colombia as part of the UNDSS Security Integrated Workforce (ISW). The Field Security Assistant (FSA) reports to the Security Coordination Officer (SCO) 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 United Nations Country Team and the Mission) in the region of assignment.

#### **Responsibilities**

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

1. Assists the SCO 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 SCO;
  - Communicates information on security to the UNVMC and United Nations agencies and provides host country security advice to UNDSS in the absence of the SCO as required;
  - Maintains regular contacts with Security Focal Points of the UN Mission and agencies;
  - May be requested to provide technical assistance at Area Security Management Team meetings, in the absence of the SCO.
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 and receives technical guidance from the SCO in monitoring compliance with UN Security Risk Measures established for the duty station. Provides security advice, support and coordinates day-to-day activities with the Head of the UNVMC Regional Office as required.
  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 SCO.
    - 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 SCO:
    - 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.

## **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; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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:**

**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 is required.

**Experience:**

Five (5) years-work experience in security, military, police or any related field of work 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 Spanish (both oral and written) and working knowledge in English 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 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.

**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.