

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 266/07/2009

Title:	Senior Security Assistant
Number of posts:	One (1)
Type of contract:	Fixed Term Appointment
Grade:	GSL-5
Category:	General Services (Local)
Duration:	First three months (probationary period – renewable)
Duty station:	Panjshir
Issuing date:	14 July 2009
Closing date:	29 July 2009

Under the direct supervision of the FSCO, Deputy FSCO and MSO the incumbent will perform the following duties:

Duties:

- Assists the FSCO, D/FSCO and or the AFSCO in the daily operations of their offices.
- Assists the FSCO D/ FSCO and the AFSCO to prepare and update the briefing of the staff members of the regions and visitors on the security situation within the region.
- Assists the FSCO, D/FSCO to update regional security plans and warden system.
- Liaising and coordinating with the local government security organizations;
- Maintaining the Security Plan, including updating staff lists;
- Maintaining Minimum Operational Security Standards (MOSS) of the office compound;
- Managing the static guards service and access control measures and procedures;
- Conducting security evaluations and providing advice on security measures for the residences of UN staff and UN offices and compounds; Update the UN Residential Box coordinates.
- Participate in drafting daily and weekly security situation reports, preparing all security Briefing in Power Point Presentation for FSCO/DFSCO/MSO;
- Participate in managing the security clearance process and tracking systems.
- Participate in maintaining accurate staff returns of the UN in Central Region.
- Provides interpretation and translation of local Pashtu, Dari into English and keeps track of the local print media clippings of relevance and/or as required.
- Performs basic first aid in an emergency and manages the office safety and emergency plans as required;
- Performs any other duties assigned by the AFSCO/FSCO or a Security Officer;

Competencies:

Client orientation: professional attitude and demonstration ability to work effectively in a stressful environment; consider all those to whom services are provided as client and seek to things from their point of view.

Teamwork: ability to establish and maintain effective working relationship in a multicultural environment with respect for diversity, including gender balance. Places the priorities of organization before personal agenda;

Communication: effective oral communication skills and demonstrated ability to explain UN security policies and procedures. Maintain a high sense of confidentiality.

Technological awareness: Knowledge of applicable software program (Ms word and Excel)

Qualifications and experience:

Education: High School certificate

Experience: Six (6) years of relevant experience is required. Training with a civilian police or with military police would be an asset.

Language: Fluency (written/spoken) in English as well as Dari and Pashto

Other requirements: Knowledge of HF and VHF radio operations must be mentally and physically fit.

Computer skills (MS Word/ Excel) are required.

Applicants meeting the above qualifications are requested to submit the following only:

- A one-page Covering Letter expressing your interest/ suitability for this Post
- Curriculum Vitae (CV) & the P-11
- Copy of High School Diploma

Note: We request that you kindly review the VA carefully to check that you are meeting the minimum requirement for the post, and then apply. You are also requested not to attach any other extra documents like experience certificates etc. Only those applications will be reviewed that clearly indicate the vacancy number and the Job Title in the email subject line; if the application is being sent via email or on the envelope; if it is being sent in hard copies.

If you are sending your applications in Hard Copies, please address them to:

Preference would be given to equally qualified female candidates

Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road, Kabul, Afghanistan,

OR

UNAMA – Central Regional Office, House # 25-27 (Opp. Netherlands Embassy), Street Masjid Anzala, Klola Pushta /Shar-e- Now, Kabul, Afghanistan

If you are sending your applications in Soft Copies, please Email your application to:

unamava_support@un.org OR UNAMA-CRO@un.org