

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 262/07/2009

Title:	Security Guard
Number of posts:	Nine (9)
Type of contract:	Fixed Term
Category:	General Service (Local)
Grade:	GSL-2
Duty station:	Shiberghan
Issuing date:	14 July 2009
Closing date:	29 July 2009

Under the overall supervision of the Regional Administrative Officer (RAO) and direct supervision of the Deputy FSCO & MSO (UNAMA) the incumbent shall fulfill the following duties and responsibilities:

- Respects and implements UNAMA regulations;
- Takes Responsibility for preventing all visitors to enter UN compound with weapons; Protects and guards UNAMA's premises, equipment and the personnel; Reports immediately, cases of damage in the office/compound;
- Prevents other vehicle to be parked in front of the entrance of the UN compound; Reports immediately, any unusual packages, bags or objects left outside the office or within the compound;
- Receives the pouch, parcels for the office only when the proper address and names are indicated. If the addresses are not indicated on the parcels/pouches, should not be accepted;
- Allows and directs other visitors and guests into the reception room. Allows other cars to enter the office's compound only with the permission of the Head of the Office/RAO/DFSCO and the car has to be checked properly;
- Ensures that all the doors and widows of the offices are locked after the working hours and the main gate is also locked with the padlock;
- Keeps all security lights on during the night; Operate generator according to the timetable, provided by the RAO, Security Officer or BMS assistant;
- Ensures that non-UN personnel are not allowed to enter UNAMA premises after the working hours, during the holidays or weekends unless authorized by the Head of the Office/RAO/DFSCO;
- Patrols the compound during the night and secures the office and UNAMA property; Has the ability to write security report either in English or any of the local languages;
- Performs any other duties, as required.

Competencies:

Planning and Organizing: Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan.

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.

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

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

Qualifications & Experience:

- High school certificate, any security related experience would be an asset;
- Minimum 2 (two) years of relevant experience. Strong inter-personal and communication skills;
- Fluency in spoken and written Dari and Pashto. Knowledge of English would be an asset

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
- & a Copy of NID - Tazkira

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

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

**OR
UNAMA Mazar Regional Office**

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

unamava_support@un.org