



RE-ADVERTISEMENT
UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. IVN/EVN/MOG/20/09

Title of Post	Senior Field Security Assistant	Category/grade	General Service, G5
Post Number	10033270	Type of contract	Fixed-Term Appointment
Location	SO, Mogadishu, Somalia	Date of Issue	12th August 2020
Effective date of assignment	As soon as possible	Closing Date	25th August 2020

Organizational Setting and Work Relationships:

The Senior Field Security Assistant provides support to all security related aspects of field operations including Staff, premises and asset security.

The incumbent will be supervised by Field Security Officer, Sub-Office in Mogadishu who will provide regular guidance. They may be assigned some independent routine tasks while more often follows instructions of the supervisor. The incumbent maintains regular contact on a working level on routine issues with other UNHCR personnel, UN agencies, NGOs, implementing partners and with Host Government Security authorities (HGOs) in the area to facilitate the operation.

The duty of the incumbent is to support the management on security issues.

Operational Context:

The Senior Field Security Assistant will maintain a database of staff, partner organization with contacts, project/programme activities with the number of staff/partners involved, locations of the project/programme activities and data base of security incidents in the AOR. The incumbent will compile and process paperwork for UNHCR SO Mogadishu staff and visitors' official missions, movements and visits into AAIA and to the field and to be physically present in those missions/movement where his/her participation is required. S/he will also maintain close contacts with UNHCR security team in the field especially those under Sub Office Mogadishu and to work as a team for fulfilling relevant duties and responsibility. S/he to support supervisor on drafting security/incident reports, conduct assessments, training and when necessary to remain backup of UNHCR SO Mogadishu security section/unit.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties

- Provide assistance to the supervisor in evaluating the level of risk and assessing the existing security measures for the UNHCR personnel operations, premises, partners and persons of concern.
- Be aware of security protocols and procedures in place in accordance with the UNSMS policies, UNHCR Policies and the Security Risk Management process in the designated area check for compliance and advise management on any deficiencies.
- Assist in security assessment missions to the field in coordination with UNDSS/other agencies; help the supervisor during field missions to gather information and analyse the security situation.
- Support the Implementation of security-related projects.
- Assist in the monitoring, updating and reporting of security-related events.
- Assist in the processing of administrative security issues.
- Maintain liaison with UN security management system actors, local law enforcement agencies, civil authorities and other relevant agencies.
- Provide security briefings to UNHCR staff, and as appropriate partner staff, on relevant security risk management for the country concerned to include , inter alia, the warden system, communication notification and reporting procedures, travel planning procedures road and fire safety.
- Respond to staff queries on security issues and provide immediate assistance as required.
- Provide security-related advice to the manager and other staff.
- Advise on security gaps and needs.
- Maintain liaison and build relationships with Host Government Security Forces and security counterparts.
- Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience:

- Education: Completed high school diploma
- Job experience: 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher
- Knowledge of English and/or UN working language of the duty station if not English.

Desirable Education/ Experience:

- Certificate and/or License in Security and Safety Issues
- Experience in security or police field.

Functional Skills:

- FS-Police/military/NGO/Corporate security experience
- IT-Computer Literacy
- CO-Cross-cultural communication

Competency Requirements:

Core Competencies:

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Managerial Competencies:

- Empowering and Building Trust
- Judgement and Decision Making

Cross-Functional Competencies:

- Technological Awareness
- Stakeholder Management
- Planning and Organizing

Eligibility:

Group 1 & 2: Interested current staff members should consult the Instruction on Recruitment and Assignment of Locally Recruited Staff (**RALS**). If you have questions regarding your eligibility, you may also contact the HR Unit.

External candidates: External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

If you wish to be considered for this vacancy, please submit your letter of motivation and signed Personal History Form by e-mail **clearly stating the position title, vacancy notice number in the subject line to: sommohrs@unhcr.org by the 25th August 2020.**

The Personal History Form and its supplementary sheet are attached.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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