



**RE-ADVERTISEMENT**  
**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)**  
**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**  
**Vacancy Notice No. IVN/EVN/HAR/20/05**

<b>Title of Post</b>	<b>Field Security Associate</b>	<b>Category/grade</b>	<b>General Service, G6</b>
<b>Post Number</b>	<b>10028707</b>	<b>Type of contract</b>	<b>Fixed-Term Appointment</b>
<b>Location</b>	<b>Hargeisa, Somalia</b>	<b>Date of Issue</b>	<b>12<sup>th</sup> August 2020</b>
<b>Effective date of assignment</b>	<b>As soon as possible</b>	<b>Closing Date</b>	<b>25<sup>th</sup> August 2020</b>

**Organizational Setting and Work Relationships:**

The Field Security Associate provides support to all security related aspects of field operations including staff, premises and asset security.

The incumbent will be supervised by Head of Sub-Office in Hargeisa, who will define general work objectives and provide necessary advice and guidance. The incumbent maintains regular contact on a working level on routine issues with other UNHCR staff members, UN agencies, NGOs, implementing partners and Host Government Security authorities (HGS) in the area to facilitate the operation. The duty of the incumbent is to support and monitor the management of security issues.

**Operational Context:**

The Field Security Associate will provide necessary advice, security assessment, briefings, reports, communication to authorities and partner agencies, as well as missions for UNHCR staff in delivery of services to the persons of concern (PoCs) residing in Somaliland. The incumbent is expected to monitor and maintain the established warden system, conducts staff count for Hargeisa and Berbera based international and national personnel in case of security incidents, or as directed by the Supervisor. The incumbent will submit to and follow up with Somaliland Intelligence Agency (SIA)/ Criminal Investigations Department (CID)/ UNDSS office the requests for further processing security clearance for UNHCR new staff, travel and missions to UNHCR project sites and PoCs in Somaliland. On behalf of the Office and as requested by the Supervisor, the incumbent will maintain contacts with UN security teams in the field, disseminate, collect information, provide support and advice to UNHCR staff at the Sub-Office Hargeisa and Field Unit in Berbera, if and when required prepare a weekly security report. The incumbent shall maintain respective and effective communication to the local/municipal authorities, police, border, security, airport and law enforcement authorities in general, the refugee, IDP and local communities when assessing the security situation for UNHCR activities, staff travel and missions to project sites.

The incumbent should possess relevant knowledge and skills on the use of communication means, computer software, local language, be aware of political, cultural, religious, ethnic and other relevant to his/her work issues in Somaliland. He/she will maintain close communication to and coordinates his/her work with the Senior Field Security Officer, as well as UNDSS Security Officers in Somaliland.

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 staff, operations, premises, partners and persons of concern.
- Conduct regular security assessment missions to the field as required in coordination with UNDSS/other agencies; gather and analyze information about the security situation during field missions.
- Be aware of security protocols and procedures in place in accordance with the UNSMS policies, UNHCR Policies and the, Security Risk Management process for the designated area ;
- Conduct checks for compliance and advise management on any deficiencies.
- Monitor the physical security of UNHCR premises and reports on deficiencies.
- Monitor and supervise the guard force in accordance with relevant UNSMS policies and guidance.
- Assist UNHCR Protection Colleagues in efforts to ensure the physical protection and security of refugees and other persons of concern.
- Provide support during 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 relations and cooperation with UN security management system actors, local law enforcement agencies, civil authorities and other relevant agencies.
- Provide security briefings and training to UNHCR staff, and as appropriate partner staff, on relevant security risk management processes and measures for the country concerned to include security situation updates, the warden system, communication notification and reporting procedures, travel planning procedures road air 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.
- Maintain liaison and build relationships with Host Government Security Forces and security counterparts.
- Perform other related duties as required.

### **Minimum Qualifications**

#### **Education and Professional Experience:**

- Education: Completed high school diploma
- Job experience: 3 years relevant experience with High School Diploma; or 2 years 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 Qualification / Experience:**

- Certificate and/or Licences in Security and Safety
- High level of knowledge in the security field

#### **Functional Skills:**

- IT-Computer Literacy
- FS-Security Apparatus Knowledge
- FS-Field Security Operations
- FS-Security Analysis
- 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
- Judgment and Decision Making

### **Cross-Functional Competencies:**

- Analytical Thinking
- Political Awareness
- Change Capability and Adaptability

## 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](mailto:sommohrs@unhcr.org) by the 25<sup>th</sup> 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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