



JOB OPENING

Functional Title & Level:	Field Security Radio Operator (GS-3)
Org. Unit:	Security Section
Duty Station:	Port-au-Prince
Posting Period:	13-19 September 2017
Job Opening Number:	MINUJUSTH-GJO-2017-030

Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Field Security Radio Operator (GS-3)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit ONLY their Personal History Profile (PHP) via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Field Security Radio Operator (GS-3)** reports to a Field Security Officer or Field Security Radio Operator at a senior level. The incumbent typically works as part of a

security team in the field mission within the Security Section or Unit. She/he assists in conducting daily radio checks; Monitors the various radio channels and reports all security incidents to the Security Duty Officer; Assists in broadcasting all security related information; Supports in providing necessary assistance to all UN staff and staff of other affiliated organizations who may need security assistance through radio channels or telephone.

Responsibilities:

Within delegated authority, the Field Security Radio Operator at this level may be responsible for the following duties:

- Assists in conducting daily radio checks with all Security Guards on duty.
- Assists in conducting daily radio checks with all International Security Officers at designated hours (including weekends and holidays).
- Assists in conducting daily radio checks with all International Staff and Reloadable National Staff including UN Agencies and Visitors at designated hours.
- Monitors various radio channels and reports all security incidents to the Security Duty Officer.
- Assists in broadcasting all security related information to the Mission Staff Members via various radio channels as directed by OIC Guard Force Management/Security Duty Officer.
- Supports in providing necessary assistance to all UN staff and staff of other affiliated organizations who may need security assistance through radio channels or telephone.
- Assists in maintaining control of all spare keys to Mission offices. Supports in maintaining the key control register.
- Assists in recording and maintaining all operational activities occurring during his/her shifts.
- Assists in maintaining an updated list of emergency contact numbers.
- Assists in maintaining the telephone numbers and call signs of senior security personnel, International and National Staff including UN Agencies and Visitors.
- Assists in maintaining and familiarizing with the weekly/monthly duty rosters for the various sections within the Mission. Maintains all equipment assigned to the radio room.
- Reports any damages of any equipment assigned to the radio room and arranges for the repairs of such equipment.
- Performs other duties as directed by the Supervisor.

Competencies

- **Professionalism:** Shows pride in work and 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.
- **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 audience; demonstrates openness in sharing information and keeping other informed.

- **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
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Education

High school diploma or equivalent and a valid driver's license free of driving violations. The Field Security Radio Operator work involves the provision of support under the security programme and some training is necessary in order to ensure that s/he can also follow established procedures in the event of a security or safety emergency.

Work Experience

Minimum two (02) years of experience in security. Good knowledge of the city, local roads and conditions where the office is located. Knowledge of security rules, regulations, and procedures of UN including fire safety and first aid procedures, as well as standard security and safety procedures

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in French and Haitian Creole is required; working knowledge of English is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.