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## JOB OPENING

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<b>Functional Title &amp; Level:</b>	<b>Field Security Assistant (GS-3)</b>
<b>Duty Station:</b>	<b>Port-au-Prince</b>
<b>Posting Period:</b>	<b>11-13 October 2017</b>
<b>Job Opening Number:</b>	<b>MINUJUSTH-GJO-2017-071</b>

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### 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 Assistant (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](mailto: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 Assistant (GS-3)** typically reports to the Chief of Section or, Chief of Unit, though this may vary depending on the mission structure and location of these post.

## Responsibilities

Within delegated authority, the Field Security Assistant may be responsible for the following duties:

- Screens all personnel, packages and vehicles entering the UN complex to ensure authorized access.
- Provides continuous coverage of cameras, telephone and radio communications systems and associated recording units in the Control Centers.
- Prepares daily and weekly work schedules and various periodic reports.
- In the event of emergencies and incidents, alerts relevant units and dispatch security personnel to the site under the direction of the supervisor.
- Maintains logs and rosters and initiates chronological logs of events during emergency situations.
- Provides information and directions to all persons associated with the organization.
- Controls pedestrian and vehicular traffic.
- Alerts for any potential or actual breaches of security and any disturbances or unusual activity and reports these immediately.
- Ensures that all UN property being carried from the complex is checked for appropriate documentation.
- Performs other related duties as required.

## 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.
- **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 technical or vocational certificate

## **Work Experience**

A minimum of two (02) years of progressively responsible experience in the military, police, information management or security management is required. Experience in information management with a military, police, international information management, or international security management organization is required. UNDSS certification in any of the following is an asset: Security Certification Programme, Hostage Incident Management, Close Protection Officers Course, and Security Investigation.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in oral and written French or Haitian Creole is required. Working knowledge of English is desirable.

## **Assessment**

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