



JOB OPENING

Functional Title & Level:	Field Security Assistant (GS-4)
Org. Unit:	Security Section
Duty Station:	Port-au-Prince
Posting Period:	9-11 October 2017
Job Opening Number:	MINUJUSTH-GJO-2017-073

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-4)** 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 Security Assistant (GS-4)** reports to a senior Security Officer. S/he will assist with data consolidation and dissemination of relevant security information; Assists with the preparation of any security related documents; Provides support during the

implementation of the Security Plan; assists with the preparation of the Training courses, related presentations and documents.

Responsibilities:

Provides general administrative support services in order to assist the Security Officers fulfill their duties vis-a-vis staff members and their dependents;

- Assists with data consolidation and dissemination of relevant security information required for the analysis of the security situation by the Chief Security Officer(CSO), Deputy Chief Security Officer(DCSO)and Security Officers;
- Assumes responsibility for guard force management; Monitors and evaluates office physical security measures, and conducts security surveys of installations and facilities; implements security arrangements;
- Assists the Security Officers in the Security Operations Branch with the preparation of any security related documents including Security Plans, MORSS, MOSS, regular reports and any other reports related to the security section activities as well as providing the Operations Branch units with administrative assistance;
- Participates in the planning and implementation process of protective services for Senior UN Officials, as necessary;
- Drafts correspondence and maintains records for the Security Training Courses delivered to security and field mission's personnel;
- Provides support during the implementation of the Security Plan under the directions of the Chief Security Officer;
- Assists in reviewing the logistics requirements and other related actions required for the preparation of training courses, drills and other security exercises;
- Monitors and facilitates the implementation of security policies and procedures in close coordination with the security operation unit's supervisors and others;
- Provides support in organizing and conducting security awareness and preparedness activities, and provides security orientation to newly assigned staff members, as well as conducting security briefings, as required;
- Assists with the preparation of the Induction Training courses, related presentations and documents;
- When and if required, prepares security presentations for the CSO and the Security Officers in other units.

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 is required.

Work Experience

A minimum of three (03) years of relevant experience in Security or related areas is required. Experience with printing reproduction services within security or related field is required.

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.