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## MINUSTAH JOB OPENING

### Internal / External

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<b>Job Title &amp; Level:</b>	<b>Security Guard - GL-3 - ( 3 Positions)</b>
<b>Department/Office:</b>	<b>Security Section – Guard Force Management</b>
<b>Locations:</b>	<b>Port-au-Prince</b>
<b>Posting Period:</b>	<b>24 March- 6 April 2015</b>
<b>Job Opening Number:</b>	<b>MINUSTAH-NJO-2015-011</b>

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UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

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Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational and work certificates to Recruitment Unit via email: [minustah-recruitment@un.org](mailto:minustah-recruitment@un.org).

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

#### **Organizational Setting and Reporting**

Under the overall Supervision of the Guard Force Management Coordinator, within limits of delegated authority, the Security Guard will be responsible to perform the following duties:

#### **Responsibilities**

- Provide security coverage of entry points throughout the United Nations system to prevent entry to unauthorized person (s) and the unauthorized removal of UN property.
- Screen all personnel, packages and vehicles entering the premises including clearance through metal detectors; check packages both visually and by use of x-ray equipment (when available); identifies and retains custody of weapons entering the premises with the authority to either confiscate or return said weapons upon owners ' exit from the premises.
- Conduct grounds and building patrols throughout the area of responsibility for the purpose of intercepting unauthorized persons attempting to have gained entry to the premises, reporting all security, fire and safety violations to the Security Operations Centre.
- Provide information and directions to all persons associated with the organization.
- Control, identify and clear pedestrian and vehicular traffic entering and exiting the premises; maintains log books and records as required.
- Maintain alertness for any potential or actual breaches of security and any disturbances or unusual activity; and report these immediately.
- Confirm that all UN property being removed from the complex is authorized; check all documents for appropriate authorization.
- Perform all other related duties as assigned.

## 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.
- **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.
- **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.
- **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 the audience; demonstrates openness in sharing information and keeping people informed

## Education:

- High School or equivalent diploma is required with supplemental security training desirable.

## Work Experience:

- A minimum of two years of work experience in the security field, police or military forces.

## Languages:

- Fluency in written and spoken English and Creole required; knowledge of French and/or Spanish would be an asset.

## Other Requirements:

- Must be mentally and physically fit. All duties are performed in uniform; however at times the guard may be required to perform duties in civilian clothes. Duties may require long periods of standing.

- Ability to apply good judgment in the context of assignments; ability to recognize and act in the face of conflicting priorities, possessing a sense of responsibility, self-motivation and ability to work with minimal supervision.