

United Nations Mission in Liberia
(UNMIL)

Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SUB-SASS-12-2086	Deadline: Tuesday, 02 October 2012
Post Title: Security Assistant (One Position)	Level: GL - 3
Organizational Unit: Security Section	Location: Voinjama
Initial Appointment: Initial one (1) year subject to funding of the post and satisfactory performance.	IMIS Post #: 61800
	Indicative Minimum Annual Gross Salary: USD \$ 8,658.00

UNMIL invites qualified internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Section and attach **copies** of the following: **Proof of Liberian nationality (Birth Certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be Processed. Please note that you can also apply by email to unmilrecruitment@un.org . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement**

Description of Main Duties:

Under the supervision of the Regional Security Officer (RSO), the Security Assistant will be responsible for the following duties.

- Provides security services for the protection of persons, premises and property during working hours including night and weekends in any of the following areas.
- Check ID Cards and car permits or other relevant documents for proper identification of all persons entering the premises and ensuring that unauthorized persons and vehicles do not gain access.
- Ensures that all outgoing UN property have valid authorization and that personal belongings and UN property (equipment, materials and packages, etc).
- Makes regular inspections of the ground and buildings to identify any security risks and exposure as well as violation of security rules and regulation.
- Controls the flow of traffic and enforces parking regulations in the premises.
- Operates a wide range of technical security screening equipment, radio communication equipment and monitors electronic surveillance equipment to detect suspicious activity which may be required to be drawn to the attention of higher level Security Officers.
- Receives records and dispatches all messages received.
- Conducting mobile or foot security patrols within the RHQ and other UN facilities.
- Check and ensure the required numbers of private Security Guards are on post and report any unusual occurrence(s) to the Regional Security Officer (RSO).
- Take charge of the radio room and effectively operate the base HF/VHF radio communication when on duty.
- Assist the Regional Security Officer (RSO) in staff residential clearances in the Region for Minimum Operating Residential Security Standards (MORSS) compliance.
- Assist the Regional Security Officer (RSO) in the conduct of security mandatory exercises.
- Carries out any other tasks as instructed by the Regional Security Officer (RSO).

Work implies frequent interaction with the following:

Other security personnel both in the UN and in the host country, staff members, members of delegations, accredited personnel such as media and NGO representatives and visitors.

Results Expected:

Personnel, vehicles, equipment, documents and grounds within assigned area are well protected. Adequately addresses staff and visitor's inquiries, and redirects or detains person seeking unauthorized entry to area. Handles all administrative work effectively and in a timely manner.

Competencies:

- **Professionalism** – Knowledge in applying methods, procedure and techniques relating to work in months or years. Shows pride in work and in 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 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 people 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.
- **Planning and organizing**: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability** – Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Creativity** - Actively seeks to improve programs or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **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 development inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meetings timeline for delivery of products or services to clients.
- **Commitment to continuous learning**: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications and Experience:

Education: High School Diploma or equivalent. Technical or Vocational Certificate in Police Science or Military Science

Experience: A minimum of Three (3) years of progressive Police, Military or Security Guard experience from a reputable Security Guard Company, National Police or Armed Forces of Liberia (AFL)

Other Skills:

- Have good knowledge of Microsoft office applications (Word, Excel, and PowerPoint)
- Most have good writing skills.
- Posses a valid Driver's license and capable of operating a vehicle.

Languages:

- Fluency in written and spoken English is essential.

Preference will be given to equally qualified women candidates.

Completed detailed applications documentation as specified above referring to

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UNMIL Recruitment Unit, Human Resources Management Section, UNMIL Headquarters, 7th Floor – Pan African Plaza, Tubman Boulevard, Monrovia