



Job Opening for Field Security Assistant UNSMIL-GS4-42/2017 (Open for 15 days)	
Title:	Field Security Assistant
Level:	GS-4
Duty Station:	Tripoli
Section:	Security Section
Date of Issue:	09 November 2017
Deadline for applications:	23 November 2017
<u>Women candidates are strongly encouraged to apply to the mentioned position</u>	
HOW TO APPLY:	<p>STEP 1: Interested applicants should submit the United Nations Personal History Form (P11 obtainable at the following web site: http://tinyurl.com/unsmil-p11)</p> <p>STEP 2: Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org copy to elayashy@un.org and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL-GS4-42/2017)</p>
ORGANIZATION SETTING AND REPORTING:	<p>This position is located within the Security Section in the United Nations Support Mission in Libya (UNSMIL). The position is based in Tripoli, Libya. The incumbent will be under the overall supervision of the Chief Security Adviser.</p> <p>UNSMIL's mandate as renewed in SC resolution 2376 (2017) of 14 September 2017 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) human rights monitoring and reporting; (b) support to key Libyan institutions; and (c) coordination of international assistance.</p>
JOB DESCRIPTION:	<p>Within delegated authority, the Field Security Assistant/GS4 will carry out the following duties:</p> <ul style="list-style-type: none"> - Provides general administrative support services in order to assist the Security Officers fulfil their duties vis-à-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 Adviser (CSA), Deputy Chief Security Adviser (DCSA) and Security Officer; - 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;



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	<ul style="list-style-type: none"> - 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 Adviser; - 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 CSA and the Security Officers in other units.
COMPETENCIES:	<p>Professionalism: 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 the equal participation of women and men in all areas of work.</p>
	<p>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.</p>
	<p>Planning& 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.</p>
QUALIFICATIONS:	<p>Education: High school or equivalent diploma is required. Specialized Security training/courses are desirable.</p> <p>Experience: A minimum of three (3) years of relevant experience in Security or related areas such as Police and Military experience.</p>



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	<p>Language: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written Arabic is required. <u>Knowledge of English is required.</u></p> <p>Women candidates are strongly encouraged to apply to the mentioned position.</p>
<p>SPECIAL NOTICE:</p>	<p>Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country, and shall comply with any host country agreement in effect. Applicants who are not nationals from Libya must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations. An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.</p>
<p>ADDITIONAL INFORMATION:</p>	<p>Due to the high volume of applications received, ONLY those applicants who are short listed will be notified. <u>Incomplete applications or applications received after the deadline will not be considered.</u></p> <p>The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.</p>