



| <b>Job Opening for Close Protection Assistant<br/>UNSMIL-GS4-44/2017 (Open for 15 days)</b> |   |
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| <b>Title:</b>   | Close Protection Assistant  |
| <b>Level:</b>   | GS-4  |
| <b>Duty Station:</b>  | Tripoli   |
| <b>Section:</b>   | Security Section  |
| <b>Date of Issue:</b>   | 09 November 2017  |
| <b>Deadline for applications:</b>   | 23 November 2017  |
| <b><u>Women candidates are strongly encouraged to apply to the mentioned position</u></b>   |   |
| <b>HOW TO APPLY:</b>  | <p><b>STEP 1:</b> Interested applicants should submit the United Nations Personal History Form (P11 obtainable at the following web site: <a href="http://tinyurl.com/unsmil-p11">http://tinyurl.com/unsmil-p11</a>)</p> <p><b>STEP 2:</b> Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to <a href="mailto:unsmil-hrstaffing@un.org">unsmil-hrstaffing@un.org</a> copy to <a href="mailto:elayashy@un.org">elayashy@un.org</a> and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL-GS4-44/2017)</p>  |
| <b>ORGANIZATION SETTING AND REPORTING:</b>  | <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>  |
| <b>JOB DESCRIPTION:</b>   | <p>Within delegated authority, the Close Protection Assistant/GS4 will carry out the following duties:</p> <ul style="list-style-type: none"> <li>- Assist in the delivery of protection operations for Senior Officials.</li> <li>- Remain vigilant and alert to appropriately respond to threats against Senior UN Officials.</li> <li>- Assist in maintaining effective and efficient coverage for the working office and personal residence of the Senior UN Official.</li> <li>- Assist in conducting close protection operations as outlined in the UN close protection policies and guidelines</li> <li>- Assist the Close Protection Unit in coordinating activities with relevant parties to include the Security Units within his/her mission and other appropriate security organizations as required.</li> <li>- Coordinate with local authorities during the planning and conduct of protective operations.</li> </ul> |



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|                        | <ul style="list-style-type: none"> <li>- Contribute to pre-deployment briefings.</li> <li>- Operate all close protection equipment to ensure readiness.</li> <li>- Participate in training sessions on close subjects to keep abreast with current tactics and techniques.</li> <li>- Contribute to making determination of equipment, facility and supply needs based on operational requirements.</li> <li>- Perform any other duties as required.</li> </ul>  |
| <b>COMPETENCIES:</b>   | <p><b>Professionalism:</b> 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><b>Communication:</b> 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><b>Teamwork:</b> 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</p>   |
| <b>QUALIFICATIONS:</b> | <p><b>Education:</b> High school or equivalent technical or vocational certificate is required. Training in military or police procedures and practices, and self-defence techniques is required. Completion of national or commercial close protection training is required. Training in martial arts and/or specialized security practices would be an asset.</p> <p><b>Experience:</b> A minimum of three (3) years of progressively responsible security experience with a local, national or private police, security or fire brigade organization. At least one (1) year of close protection practices would be an asset.</p> <p><b>Language:</b> 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><b>Women candidates</b> are strongly encouraged to apply to the mentioned position.</p> |

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| <b>SPECIAL NOTICE:</b>         | 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. |
| <b>ADDITIONAL INFORMATION:</b> | Due to the high volume of applications received, <b>ONLY</b> those applicants who are short listed will be notified. <b><u>Incomplete applications or applications received after the deadline will not be considered.</u></b><br><br>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.   |