



<b>Job Opening for Field Security Radio Operator UNSMIL-GS5-41/2017 (Open for 15 days)</b>	
<b>Title:</b>	Field Security Radio Operator
<b>Level:</b>	GS-5
<b>Available Posts:</b>	2 positions
<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-GS5-41/2017)</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 Field Security Radio Operator/GS5 will carry out the following duties:</p> <ul style="list-style-type: none"> <li>- Conducts radio checks with all Security Guards on duty daily.</li> <li>- Conducts radio checks with all International Security Officers at designated hours daily (including weekends and holidays). Assesses issues which can affect service delivery and reports them to their attention of the supervisor.</li> <li>- Conducts radio checks with all International Staff and Re-locatable National Staff including UN Agencies and Visitors at designated hours daily.</li> <li>- Monitors the various radio channels and reports all security incidents to the Security Duty Officer.</li> </ul>



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	<ul style="list-style-type: none"> <li>- Broadcasts all security related information to the Mission Staff Members via the various radio channels as directed by Security Radio Room Supervisor.</li> <li>- Provides necessary assistance to all UN staff and staff of other affiliated organizations who may need security assistance through radio network or telephone.</li> <li>- Advises all radio users who stray to the security channel with matters not related to security to switch to the proper channel</li> <li>- Responds to all telephone calls coming into the radio room and directs the person to the appropriate section.</li> <li>- Maintains control of all spare keys to mission offices. Registers the withdrawal and return of all keys in the key register log book. Maintains the key control register.</li> <li>- Records and maintains all activities occurring during his/her shifts</li> <li>- Maintains an updated list of all emergency contact numbers.</li> <li>- Maintains the telephone numbers and call signs of all senior security personnel, International and national Staff including UN Agencies and Visitors.</li> <li>- Creates and maintains familiarity with the weekly/monthly duty rosters for the various sections within the mission.</li> <li>- Maintains all equipment assigned to the radio room.</li> <li>- Reports any damages of any equipment assigned to the radio room and arranges for the repairs of such equipment.</li> <li>- Performs other duties as directed by the supervisor.</li> </ul>
<p><b>COMPETENCIES:</b></p>	<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>



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<b>QUALIFICATIONS:</b>	<p><b>Education:</b> High school diploma or equivalent is required. Ability to use UHF/HF/VHF communications system, ability to remain calm and assist the colleagues in emergency situations, willingness to work extra hours, alertness, emotional stability, a high sense of confidentiality.</p> <p><b>Experience:</b> At least five (5) years of progressive experience as a radio operator or in related field.</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>
<b>SPECIAL NOTICE:</b>	<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>
<b>ADDITIONAL INFORMATION:</b>	<p>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></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>