

**Temporary Job Opening  
Field Security Assistant  
UNSMIL-GS3-TJO005/2021**

<b>Title:</b>	Field Security Assistant
<b>Level/type:</b>	GS-3 / Temporary Appointment
<b>Duty Station:</b>	Tripoli, Libya
<b>Section:</b>	Security Section
<b>Number of Positions</b>	02 Positions
<b>Date of Issue:</b>	17 May 2021
<b>Deadline for applications:</b>	23 May 2021

**Women candidates are strongly encouraged to apply to the mentioned position**

**HOW TO APPLY:**

**STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11**

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

**ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.**

**STEP 2:** Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to [unsmil-hrstaffing@un.org](mailto:unsmil-hrstaffing@un.org). **The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-GS3-TJO005/2021)**

**ORGANIZATIONAL SETTING AND REPORTING:**

This post is located within the Security Section of the United Nations Support Mission in Libya (UNSMIL). The post is located in Tripoli, Libya. The incumbent will be under the overall supervision of the Chief Security Adviser.

With the mandate as renewed in SC resolution 2542 of 15 September 2020, the Security Council has tasked UNSMIL, as an integrated special political mission, in full accordance with the principles of national ownership, to exercise mediation and through its good offices to: (i) further an inclusive political process and security and economic dialogue; (ii) further the continued implementation of the Libya Political Agreement; (iii) help consolidate the governance, security and economic arrangements of the Government of National Accord, including support for economic reform in collaboration with international financial institutions; (iv) help to achieve a ceasefire and, once it is agreed by the Libyan parties, provide appropriate support to its implementation; (v) support subsequent phases of the Libyan transition process, including the constitutional process and the organisation of elections; (vi) coordinate and engage closely with international actors including neighboring countries and regional organisations; (vii) provide support to key Libyan institutions; (viii) support, on request, the provision of essential services and delivery of humanitarian assistance, including in response to the COVID-19 pandemic, in accordance with



humanitarian principles; (ix) monitor and report abuses and violations of human rights and violations of international humanitarian law, including sexual violence in conflict, notably through the effective deployment of women and child protection advisers; (x) provide support in securing uncontrolled arms and related materiel and countering their proliferation; and (xi) co-ordinate international assistance, and provision of advice and assistance to GNA-led efforts to stabilise post-conflict zones, including those liberated from Da'esh.

**JOB DESCRIPTION:**

Within the limit of the delegated authority, the incumbent will be responsible of the following tasks:

- Screens all personnel, packages and vehicles entering the UN complex to ensure authorized access.
- Provides continuous coverage of cameras, telephone and radio communications systems associated recording units in the Control Centers.
- Prepares daily and weekly work schedules and various periodic reports.
- In the event of emergencies and incidents, alerts relevant units and dispatch security personnel to the site under the direction of the supervisor.
- Maintains logs and rosters and initiates chronological logs of events during emergency situations.
- Provides information and direction to all persons associated with the organization.
- Controls pedestrian and vehicular traffic.
- Alert for any potential or actual breaches of security and any disturbances or unusual activity and reports these immediately.
- Ensures that all UN property being carried from the complex is checked for appropriate documentation.
- Performs other related duties as required.

**COMPETENCIES:**

**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.

**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.



**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 rules and regulations, supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of work unit, where applicable.

#### **QUALIFICATIONS:**

**Education:** High school diploma or equivalent technical or vocational certificate.

**Experience:** At least two (2) years with high school diploma or equivalent of progressively responsible experience in the military, police, information management or security management is required. Experience in information management with a military, police, international information management, or international security management organization is required. UNDSS certification in any of the following is an asset: Security Certification Programme, Hostage Incident Management, Close Protection Officers Course, and Security Investigation.

**Language:** English and French are the working languages of the United Nations Secretariat. For the position advertised, Fluency in Arabic is required, Knowledge of English is required.

#### **ASSESSMENT:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

#### **SPECIAL NOTICE:**

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.

#### **ADDITIONAL INFORMATION:**

Ability to remain calm and assist the colleagues in emergency situations, willingness to work extra hours, alertness, emotional stability, a high sense of confidentiality.

Work is carried outdoor and indoor. It may involve driving and a moderate degree of physical risk when emergency situations may arise requiring the intervention of the incumbent and the deployment of safety precautions. Indoor work includes operation of security equipment assigned to security room, computers, printers, photocopiers, and scanners.

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

#### **Incomplete applications or applications received after the deadline will not be considered.**

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.