

**Generic Job Opening
Field Security Assistant
UNSMIL-LL4-GJO003/2022**

Title:	Field Security Assistant
Level / Type:	LL-4
Duty Station:	Tripoli
Section:	Integrated Security Workforce
Date of Issue:	27 January 2022
Deadline for applications:	25 February 2022

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. The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-LL4-GJO003/2022)

ORGANIZATIONAL SETTING AND REPORTING:

These positions are located within various Organizational Units of the Integrated Security Workforce in the United Nations Support Mission in Libya (UNSMIL). The positions are based in Tripoli, Libya. The Field Security Assistants are under the overall supervision of the Chief Security Advisor.

On 30 September 2021, the Security Council renewed the mandate of United Nations Support Mission in Libya (UNSMIL) until 31 January 2022, through resolution 2599 (2021). 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 organization of elections; (vi) coordinate and engage closely with international actors including neighboring countries and regional organizations; (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 Government-led efforts to stabilize post-conflict zones, including those liberated from Da'esh. The Security Council, through resolution 2570 (2021), tasked UNSMIL to provide support to the Libyan-led and Libyan-owned ceasefire monitoring mechanism including through the facilitation of confidence-building measures and the scalable and incremental deployment of UNSMIL ceasefire monitors.

JOB DESCRIPTION:

Responsibilities: Within delegated authority, the Field Security Assistant may be responsible for the following duties:

- Provides general administrative support services in order to assist the Security Officers fulfill 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 Information and Operations Center, Senior Operations Officer, and Security Officers.
- Assists the Security Officers in the Security Operations Center with the preparations of security related documents including Security Plans, and other reports related to the security section activities as well as providing the Operations Center with administrative assistance.
- 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 Officer.
- Assists in reviewing the logistics requirements and other related actions required for the preparation of training courses, drills and other security exercises.
- Assists in implementing the required security measures for UN missions and activities.
- Assists with liaison and coordination with Host government representatives and other security counterparts.
- Monitors and facilitates the implementation of security policies and procedures in close coordination with the security operation units' 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 conduction security briefings, as required.
- Escort UN missions and staff members when required.
- Assists with the preparation of the Induction Training courses, related presentations and documents.
- When and if required, prepares security presentations for the Chief SIOC and the Operations Officers.

**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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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 is required. Specialized Security training/courses are desirable.

Experience: A minimum of three (3) years of progressively responsible experience in Security or related areas such as Police and Military experience is required.

Experience in close protection services is desirable.

Experience in drafting reports and in organizing meetings is desirable.

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

ASSESSMENT:

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

SPECIAL NOTICE:

The purpose of this job opening is to generate a list of qualified candidates for inclusion in the Field Security Assistant, GS4 roster. Successful candidates will be placed on the roster and subsequently will be considered for available Field Security Assistant, GS4 positions open only to roster members. Roster membership does not guarantee selection.

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, stepchildren 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:

40% of the daily work is office work. While 60% of work requires physical effort: moving through the compound and escorting the Security Officers.

The incumbent will be required to work in the Security Section in the field mission. The incumbent is required to use: Computers, Fax, photocopier, VHF and radios at the Security Operation Centre.

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 UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.