

**Job Opening  
Field Security Assistant  
UNSMIL-LL3-GJO007/2022**

<b>Title:</b>	Field Security Assistant
<b>Level/type:</b>	LL3/Fixed-Term
<b>Duty Station:</b>	Tripoli
<b>Section:</b>	SIOC Integrated Security Section
<b>Number of Positions</b>	1
<b>Date of Issue:</b>	13 April 2022
<b>Deadline for applications:</b>	11 May 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](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-LL-3-GJO007/2022)

**ORGANIZATIONAL SETTING AND REPORTING:**

This post is located within the Integrated Field 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 Security officer.

On 31 January 2022, the Security Council, by its resolution 2619 (2022) renewed the mandate of United Nations Support Mission in Libya (UNSMIL) through 30 April 2022, by roll-over of its resolutions 2542 (2020) of 15 September 2020, 2570 (2021) of 16 April 2021 and 2599 (2021) of 30 September 2021. The Security Council, in resolution 2542 (2020), 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 neighbouring 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 GNA-led efforts to stabilize post-conflict zones, including those liberated from Da'esh. On 16 April 2021, 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

#### **JOB DESCRIPTION:**

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

- Screens all personnel, packages and vehicles entering the UN complex to ensure authorized access.
- Provides continuous coverage of cameras, telephone and radio communications systems and associated recording units in the Control Centers.
- Establish and maintain efficient liaison network with local interlocutors.
- 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.
- Prepare security situation report, provide briefings/assessments when required.
- Provides information and directions 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.
- Assist in encoding incidents into the database.
- Ensures that all UN property being carried from the complex is checked for appropriate documentation.
- Perform other related duties as required by Chief SIOC/OiC SIOC

#### **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.



**Client orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments and 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.

## QUALIFICATIONS:

**Education:** High school diploma or equivalent technical or vocational certificate is required

**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.

**Work Experience:** At least 2 to 4 years of progressively experience in administration/office management or in general office support and/or related area is desirable.

**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 desirable.

## 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, G3 roster. Successful candidates will be placed on the roster and subsequently will be considered for available Field Security Assistant, G3 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, 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:**

The work requires sitting most of the day five days a week during working hours and involves walking to other offices within the compound in order to liaise with other working Units and outside the compound to liaise with other UN Agencies, local authorities as and when required.

Work is carried out in a normal office environment, sharing space with other colleagues and sharing computers, printers, and photocopiers.

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.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Due to the ongoing temporary suspension of hiring for regular positions in the UN Secretariat, this Job Opening is posted to advance the hiring process, but no hiring will be made until after the suspension is lifted.

**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.**