



VACANCY ANNOUNCEMENT VA No. 038/2014 (Re-advertisement)

The Office of the United Nations World Food Programme in Syria is currently seeking a qualified candidate for the following post:

Issuing Date	16 th September 2014	Closing Date	30 th September 2014
Post Title	Senior Security Assistant	Duty Station	Homs
Contract Type	Fixed Term	Grade/Level	GS6
Duration	One Year	Unit	Security

Duties and Responsibilities:

Within delegated authority, the Senior Security Assistant will be responsible for the following duties:

- Provide comprehensive review of countrywide security situation on a daily basis through local media and other sources and advise/brief the supervisor/Field Security Officer (FSO) on trends/situation that could affect WFP operations on a short/medium-term basis;
- Ensure full information received and/or provided when starting/finishing daily period of duty;
- Provide support to the supervisor/FSO in investigations, in-depth incident reports and security assessments countrywide or individually as requested;
- Conduct field trips to support sub-offices or staff in the field at short notice whenever requested by FSO/management;
- Be on call 24 hours a day seven days a week to support supervisor/FSO/staff as required;
- Liaise and coordinate with the local government security organizations and other appropriate national authorities on all matters relating to the security of WFP staff members and their eligible dependents and property; Regularly update the security focal point at Headquarters/Regional Security Adviser on security developments;
- Maintain the Security Plan up-to-date, including updating lists of staff, and eligible family members; Ensure that fire safety arrangements, plans for fire/building evacuation, relocation/evacuation of staff to a safe haven are updated and efficiently implemented; Resolve problems related to relocation/evacuation;
- Maintain Minimum Operational Security Standards (MOSS) for equipment; Assist in developing and implementing MOSS and ensuring that all WFP offices are compliant;
- Assess the security situation at the duty station, including assessing threats related to the WFP staff safety, and prepare security reports; Report all cases where staff members and/or their eligible family members have been victims of conventional crimes; Coordinate 24 hours response to all security related incidents involving WFP staff and eligible dependents;
- Carry out security evaluations and provide advice on security measures for the residences of WFP staff and WFP offices;

- Act as the direct focal point for security guards and supervisors in area assigned; Support security guard supervisor in solving problems, report daily to supervisor/FSO on status;
- Authorize change of shifts, verify attendances/absences of security personnel and record to/extract data from WFP corporate system;
- Responsible for management of Access Pass System for access to WFP building(s); Coordinate with other offices access to specific areas requiring additional authorization;
- Manage maintenance and upgrade of security technologies;
- Organize training courses on security issues/awareness and preparedness for staff members and their eligible family members as appropriate;
- Brief newly arrived WFP staff members;
- Ensure that the appropriate level of confidentiality is maintained with regard to security matters;
- Evaluate, develop and recommend procedures. Participate in discussions on new/revised procedures and practices; Interpret and assess the impact of changes and make recommendations on follow up actions;
- Organize security services for the various meetings including parking facilities; Organize driving services as requested;
- Perform other related duties as required.

Qualifications:

Education: Secondary school education supplemented by university courses/diploma in political science or graduated military/police officers.

Experience: At least six years of progressively responsible work as a military/police officer or minimum of six years working experience in administration/coordination/ cooperation at high level in large companies/organizations.

Language: Fluency in both oral and written communication in English and Arabic.

Knowledge: Professional background directly related with security issues (e.g. in military, police, etc.). Good political and social knowledge of the country. Excellent knowledge of standard computer applications, electronic security databases, automated alarm and video surveillance systems or other security equipment.

HOW TO APPLY

Applications must be submitted online

Application procedures:

- Go to: <http://i-recruitment.wfp.org/vacancies/14-0015593>
- Step 1: [Create your online CV](#)
- Step 2: Click on “Description” to read the position requirements and “[Apply](#)” to submit your application

NOTE: You must complete Step 2 in order for your application to be considered for this vacancy

Only short-listed candidates shall be contacted.

Female candidates are strongly encouraged to apply.