



VACANCY ANNOUNCEMENT
VA No. 016/2015
(Re-Advertisement of VA No. 010/2015)

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

Issuing Date	07 April 2015	Closing Date	21 April 2015
Post Title	Senior Security Assistant	Duty Station	Tartous
Contract Type	Service Contract	Grade/Level	SC6
Duration	Six Months	Unit	Security

Duties and Responsibilities:

Under the direct supervision of the Head of Sub-Office and the technical supervision of the Head of Security, within delegated authority, the Senior Security Assistant will be responsible for the following duties:

- Review 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 is received and/or provided when starting/finishing daily period of duty;
- Support the supervisor/FSO in investigations, incident reports and security assessment countrywide or individually as requested;
- 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;
- Maintain Minimum Operational Security Standards (MOSS) for equipment; Assist in developing and implementing MOSS and ensuring that all WFP offices are compliant;
- Supervise daily security activities; Carry out continuous checks of security personnel attendance, performance of duties and quality of services;
- Report any deficiencies or issues in the services and recommend possible improvements;
- Assign duties to security personnel and resolve problems;
- Instruct security personnel in the procedures to be followed during emergencies;
- Identify training needs and ensure that all security staff have complete and updated knowledge of security procedures and instructions;
- Be responsible for other security equipment issued to security staff and keep updated inventory lists/database;
- Manage the Security database regarding daily activities, incidents, etc., including statistics and reporting; Provide reports upon request with thorough analysis as required;
- Respond to personnel and telephone enquiries and provide appropriate information;

- Liaise as necessary with the local administration, police authorities, fire services and other emergency services;
- 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 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:

To view the job description and apply to this vacancy please go to:
<http://i-recruitment.wfp.org/vacancies/15-0017681>

- **Step 1:** [Create your online CV](#)
- **Step 2:** Click on "[Apply](#)" to submit your application (please note that you must complete step two in order for your application to be properly submitted).

Only short-listed candidates shall be contacted.

Female candidates are strongly encouraged to apply.