

**United Nations High Commissioner for Refugees (UNHCR)
Branch Office Damascus, Syria**

**Vacancy Announcement No. UNHCR/VN/2020/08
Internal/ External Circulation**

Position Title: Senior Field Security Assistant	Position Level: G5	Date Issued: 09/02/2020
Positions No.: 10023662	Report To: Head of Field Unit	Closing Date: 23/02/2020
Section/ Unit: Sub-Office Damascus	Duty Stations: Damascus	Contractual Status: Fixed-Term Appointment

Availability of the Post: Immediately

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties and Responsibilities:

- Provide assistance to the supervisor in evaluating the level of risk and assessing the existing security measures for the UNHCR personnel operations, premises, partners and persons of concern.
- Be aware of security protocols and procedures in place in accordance with the UNSMS policies, UNHCR Policies and the Security Risk Management process in the designated area check for compliance and advise management on any deficiencies.
- Assist in security assessment missions to the field in coordination with UNDSS/other agencies; help the supervisor during field missions to gather information and analyse the security situation.
- Support the Implementation of security-related projects.
- Assist in the monitoring, updating and reporting of security-related events.
- Assist in the processing of administrative security issues.
- Maintain liaison with UN security management system actors, local law enforcement agencies, civil authorities and other relevant agencies.
- Provide security briefings to UNHCR staff, and as appropriate partner staff, on relevant security risk management for the country concerned to include , inter alia, the warden system, communication notification and reporting procedures, travel planning procedures road and fire safety.
- Respond to staff queries on security issues and provide immediate assistance as required.
- Provide security-related advice to the manager and other staff.
- Advise on security gaps and needs.
- Maintain liaison and build relationships with Host Government Security Forces and security counterparts.
- Perform other related duties as required.

Qualification Required

Education:

- Education: High school diploma plus Advanced Training/Certificate in any related field.
- Certificates and/or Licenses Security and Safety issues.

Skills:

- Police/military/NGO/Corporate security experience.
- Computer Literacy.
- Cross-cultural communication.

Experience:

- Job 5 years relevant experience with High school diploma.

Languages:

- Fluency in English and Arabic.

Desirable Qualification

- Experience in security or police field.

Core Competencies

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Managerial Competencies

- Empowering and Building Trust
- Judgement and Decision Making

Cross-Functional Competencies

- Technological Awareness
- Stakeholder Management
- Planning and Organizing

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location: **UNHCR/VN/2020/08, Senior Field Security Assistant, SO Damascus**

All applications must be submitted by e-mail to: SYRDAHUMANRES@unhcr.org indicating the vacancy number. No hard copies (paper applications) will be accepted.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competitive process, and will be invited for a written test and an interview.

Non Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.

A Personal History Form is attached for ease of reference and can also be downloaded from the following link:

<http://www.unhcr.org/recruit/p11new.doc>

Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.

Distribution:

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