United Nations Population Fund

Job Description

Job Title	National Post: Local Security Associate, TA, G6, Damascus, Syria
Job ID	26422
Location	Arab States
Full/Part Time	Full-time
Regular/Temporary	Regular

How to Apply: Interested and qualified candidates can apply to the below link:

https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=26422&SiteId=1&PostingSeq=1

Rotation

This post is non-rotational.

Background Information

PLEASE NOTE THAT THIS VACANCY IS OPEN ONLY TO NATIONALS OF SYRIA.

Closing Date: 20 October 2019

Contract type: Temporary Appointment

Duty Station: Damascus

Duration: one year renewable (*)

(*) No expectancy of renewal in accordance with UN Staff Regulations 4.5

Main Tasks & Responsibilities:

Summary of Key Functions:

- Implementation of Country Office Security Plan
- SRM Compliance
- Threat & Risk Assessment
- Liaison/Coordination
- General Assistance to the CO SA
- Security Training/Briefings
- Other Tasks & Activities

1- Assists in implementation of Country Office Security Plan

- Provide comprehensive review of countrywide security situation on a daily basis through local media and other open media sources, advise the (SA) on trends and or incidents with early warning value that could affect UNFPA personnel, assets, and operations.
- Provide support to the SA in investigations, in-depth incident reports and security risk assessments countrywide or individually as requested; share UNFPA staff significant incident reports (SIR) with UNDSS and the Regional Security Advisor.
- Under the direction of the SA prepare, coordinate and conduct field missions within Syria and other field areas to support UNFPA staff movement. Assist in ensuring timely preparation of CONOPS, Mission Requests and log sheets to the UNDSS radio room in a timely manner;
- Provide assistance to the CO in the implementation of the Country Security Plan, Contingency Plans and the UN Security Framework, including ensuring that all UNFPA personnel are covered by relevant Security Plans;
- In conjunction with the HR Unit, ensure Staff Lists are maintained and regularly provided to UNDSS and to the Regional Security Advisor;
- Maintain UNFPA Warden System up-to-date, including updating lists for staff, and eligible dependents. Ensure that fire safety arrangements, plans for fire/building evacuation, relocation/evacuation of staff to a safe haven are updated and efficiently implemented, tested, and resolve problems related to relocation/evacuation.
- Assist SA to maintain Security Risk Management Measures (SRMM) for equipment; assist in developing and implementing SRMM and ensuring that all UNFPA offices are compliant.
- Carry out security evaluations and provide advice on security measures for the residences of UNFPA staff to ensure full implementation of Residential Security Measures (RSM) as requested by the SA.
- Act as the direct focal point for security guards in area assigned; support security guards in solving problems, report any incidents to the SA; authorize change of shifts, and verify attendances and/or absences of security guards.
- Keep track of all visiting UNFPA staff to the country and register UNFPA staff movements in Syria; map UNFPA offices, sub-offices, operations and staff residents using Google Earth and Google mapping.
- Be on call 24/7 to provide safety & security support to SA and UNFPA personnel and dependents, when required. Assist field staff in their security clearance requests through UNDSS Syria.
- Conduct Security training courses for UNFPA personnel, security guards, and others as appropriate; provide newly arrival security briefing for new staff members.
- Evaluate, develop and recommend procedures. Participate in discussions on new/revised procedures by the Security Management Team (SMT); Interpret and assess the impact of changes and make recommendations on follow up actions.
- Maintain close liaison with all Security Focal Points in the country and maintain of communication links with UNDSS staff and Inter-Agency SOC. Ensure that the appropriate level of confidentiality is maintained with regard to UNFPA security matters.
- Assist in preparation and implementation of UNFPA Business Continuity Plan;
- In coordination with UNDSS, ensure availability of updated and adequate procedures for dealing with emergencies involving UNFPA staff in all project locations/offices
- Provide assistance to UNFPA Security Analyst in implementation recommendations of the UNFPA Regional Security Advisor and UNFPA Office of Security Coordinator

2- MOSS/ Residential Security Measures (RSM) Compliance:

- Assist SA in the maintenance and monitoring of the MOSS and RSM compliance of UNFPA staff, offices, equipment and other areas. Identify the Emergency Communication Equipment needs;
- Assists in the preparation of UNFPA security reports such as the security Incident Reports. Also assist in conducting MOSS self-assessment on regular basis;
- Ensure that all staff members posted to UNFPA have completed mandatory Security training, uploaded to UNFPA Global Directory and records are maintained with both Security and HR Units. Also, under the guidance of SA coordinate and facilitate participation of all staff in the Safe and Secure Approach in Field Environments (SSAFE) and maintains record;
- Assist in selection and procurement of appropriate equipment for security (vehicles, telecommunications equipment, etc). Monitors the procurement, deployment and functionality of the same;
- take responsibilities and coordinate with transport unit for maintenance of office vehicles in respect of security requirement and equipment.

3- **Threat & Risk Assessment**

Assist the SA and coordinate with UNDSS for security risk assessments SRA, evaluations and surveys of UNFPA CO and project offices, as appropriate.

4- Liaison/Coordination

if so requested and in close cooperation with UNDSS, maintains close contact and liaise with host government agencies and other UN offices to obtain latest information regarding the security situation in the country

5- General assistance to the CO SFP

- Provides general administrative assistance to the CO SA and assist him/her in relation to security expenditure and budgeting;
- Maintains routine and confidential correspondence files/documents related to security issues;
- Provides substantive support to the CO SA in collecting and updating information with regards to security issues and communicating them to the RSA and CO SA;
- Takes minutes and/or notes at security meetings, when necessary;

6- Security Training/Briefings

In close cooperation with the SA and UNDSS, provides support in organizing and conducting training briefings and courses on security issues/awareness and preparedness and giving orientation to newly assigned staff members

7- Other Tasks & Activities

- Provide assistance in the conduct and follow up of investigations and incidents affecting UNFPA staff and offices;
- Provide briefing to staff and other associated personnel on UN Security Management System and other relevant security matters;
- Performs other security-related tasks assigned by senior management or supervisor.

Qualifications and Experience:

Education:

- Completion of Secondary Education with Six years of relevant experience in security, preferably in the military or police context or related field of work. Experience in a UN/international related environment is a plus, Experience in a UN/international related environment is a plus.
- or bachelor degree in Political Science or equivalent and applicable security and military training, Experience in a UN/international related environment is a plus. with three years of relevant experience in security, preferably in the military or police context or related field of work.

Knowledge and Experience:

- Demonstrating /safeguarding ethics and integrity;
- Good relations and influence with national security organizations is highly desirable

Office support

- Provide logistical support
- Manage data
- Manage documents, correspondence and reports
- Manage information and workflows
- Planning, organizing and multitasking
- Support financial data analysis

Languages:
Fluency in English and Arabic is required.
Knowledge of other UN official languages (regional languages) is an advantage.

Required Competencies:

Values:

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity
- Embracing change

Core Competencies:

- Achieving results,
- Being accountable,
- Developing and applying professional expertise/business acumen,
- Thinking analytically and strategically,
- Working in teams/managing ourselves and our relationships,
- Communicating for impact

Functional Competencies:

Functional Skill Sets:
Safety and Security
Enabling the safety and security of UNFPA personnel and operations

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UNFPA Work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

Compensation and Benefits

This position offers an attractive remuneration package commensurate with the level of the post. The package includes a competitive net salary plus cost of health insurance and other benefits.

Disclaimer

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