

## UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)

### Iraq Operation

### INTERNAL VACANCY ANNOUNCEMENT

### Vacancy Notice No. IRQ/ERB/FTA/2021/003

**Female candidates are strongly encouraged to apply**

<b>Title of Post</b>	<b>Senior Field Security Assistant</b>	<b>Category/grade</b>	<b>General Service, G5</b>
<b>Post Number</b>	<b>10021559</b>	<b>Type of contract</b>	<b>Fixed-term appointment (FTA)</b>
<b>Location</b>	<b>Erbil, Iraq</b>	<b>Date of Issue</b>	<b>23 February 2021</b>
<b>Effective date of assignment</b>	<b>1 May 2021</b>	<b>Closing Date</b>	<b>09 March 2021</b>

#### ORGANIZATIONAL SETTING, WORK RELATIONSHIPS, and OPERATIONAL CONTEXT:

The Senior Field Security Assistant provides support to all security related aspects of field operations including Staff, premises and asset security. The incumbent is normally supervised by an officer who provides regular guidance. They may be assigned some independent routine tasks while more often follows instructions of the supervisor. The incumbent maintains regular contact on a working level on routine issues with other UNHCR personnel, UN agencies, NGOs, implementing partners and with Host Government Security authorities (HGOs) in the area to facilitate the operation. The duty of the incumbent is to support the management of security issues.

The candidate should have experience in liaising with internal organizational counterparts, partners, external stakeholders and able to collect information, analyse and implement the necessary security requirements as required. Demonstrates awareness of political and security challenges which may impact programme/project delivery and be able to advise/implement mitigating measures when needed. The candidate should have previous security experience and be able to work in a stressful environment.

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:

- 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.

## MINIMUM QUALIFICATIONS:

### Education & Professional Work Experience:

#### Years of Experience / Degree Level:

- 2 years relevant experience with High School Diploma; or 1-year relevant work experience with Bachelor or equivalent or higher.

#### Certificates and/or Licenses:

- Security and Safety issues

(Certificates and Licenses marked with an asterisk\* are essential)

### Relevant Job Experience

#### **Desirable**

- Experience in security or police field.

#### Functional Skills:

- FS-Police/military/NGO/Corporate security experience
- IT-Computer Literacy
- CO-Cross-cultural communication

(Functional Skills marked with an asterisk\* are essential)

#### Language Requirements:

- Knowledge of English and/or UN working language of the duty station if not English.

## COMPETENCY REQUIREMENTS:

### Core Competencies:

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

### Managerial Competencies:

- Empowering and Building Trust
- Judgment and Decision Making

### Cross-Functional Competencies:

- Technological Awareness
- Stakeholder Management
- Planning and Organizing

### Eligibility:

#### **Internal candidates (Group 1 and Group 2):**

Interested staff members should consult the Administrative Instruction on Recruitment and Assignments of Locally Recruited Staff (RALS) (UNHCR/AI/2020/1/REV.1 dated 01 May 2020). If you have questions regarding your eligibility, you may also contact the HR Unit. Internal candidates are Group 1 and vetted group 2<sup>1</sup> candidates.

**Group 1:** comprises current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.

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<sup>1</sup> In order to be considered as group 2 candidates, the applicants must be vetted at the time of applications. To be considered for Group 2 status, candidates must apply for an open call through the following link: <https://www.unhcr.org/iraq-jobs/entry/11409/> and go through the vetting process.

Vetting process takes around 8 weeks.

**Group 2:** Group 2 comprises candidates from the categories listed below after completion of one cumulative or continuous year of service in the country of the vacancy. The Group 2 status will be confirmed by DHR or the HR/Admin in the relevant country, as applicable:

- Current locally recruited UNHCR staff members holding a temporary appointment
- Former locally recruited UNHCR staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females)
- National United Nations Volunteers currently working for UNHCR
- National UNOPS and individual contractors currently working for UNHCR
- Current GS staff members holding an indefinite or fixed-term appointment applying to a position in the same category two grades above the staff member's personal grade
- Current UNHCR staff members in the International Professional category holding an indefinite or fixed-term appointment
- Current UNHCR staff members in the NPO category holding an indefinite or fixed-term appointment.
- Current locally recruited female staff members from other UN system Organizations holding the equivalent of an indefinite or fixed-term appointment.

#### **Remuneration:**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

#### **Submission of Applications:**

If you wish to be considered for this vacancy, please submit your **letter of motivation, updated factsheet (for internals), signed Personal History Form (for externals) through the online portal at <https://www.unhcr.org/iraq-jobs/>.**

The Personal History Form and its supplementary sheet can also be downloaded from the portal.

**No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview.** UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

***Refugees – who cares? We Do***