



United Nations High Commissioner Refugees (UNHCR)

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy Notice No.: 2015/HCR/SSDJU/068

**Please circulate widely in other agencies
and government offices at your duty stations.**

Title of Post	Assistant Field Safety Officer	Grade	NOA
Post Number	10019708	Date of Issue	11/11/2015
Location	Juba, South Sudan	Closing Date	24/11/2015

ORGANIZATIONAL CONTEXT. Define *the role of the position within the team*, describing its leadership role, if any, its external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.

The Assistant Field Safety Officer manages and supports all activities pertaining to staff security and security for persons of concern.

The incumbent is supervised by a Senior Officer who defines specific work objectives. The incumbent is required to have basic conceptual knowledge of the profession, by being dynamic and able to take on higher responsibilities progressively. The incumbent may provide input to the supervision of general service staff in the office.

The duty of the incumbent is to support and guide the management in security related issues.

FUNCTIONAL STATEMENT. Describe the accountabilities, responsibilities and authorities associated with the position.

Accountability (key results that will be achieved)

- Country operations or duty station receive practical and well-reasoned security advice and support toward helping ensure an appropriate level of safety.
- UNHCR benefits from effective relationships with host country law enforcement agencies and the UN Security Management System.
- Staff are aware of risks and how to respond to them, and know and comply with guidelines and procedures.
- Security management is efficient, well-coordinated and consistent with policies and procedures.

Responsibility (process and functions undertaken to achieve results)

- Advise and support the Representative or Head of Office in managing staff safety and security of UNHCR staff, partners, operations, premises and refugees or persons of concern.
- Undertake periodic security assessments in close cooperation with UNHCR senior staff members and interagency partners.
- Evaluate existing security measures to determine their appropriateness and identify areas needing improvement. Follow up with actions to oversee or implement those improvements.
- Advise on and assist in ensuring compliance with Minimum Operational Safety Standards (MOSS) and Minimum Operational Residential Safety Standards (MORSS).
- Assist in the development of plans for evacuation, medical evacuation and other contingencies.
- In cooperation with UNHCR senior staff members, assist in ensuring that security measures are fully integrated into operational planning, including budgetary provisions, at the earliest stages of development.
- Participate programme activities to advice on programme criticality.
- As a member of a multi-functional team, contribute to efforts to ensure the physical protection and security of refugees and other persons of concern
- Maintain relationships with security-related actors, including host government law enforcement authorities and partner agencies.
- Maintain cooperation with staff of the UN Department of Safety and Security (UNDSS).
- Cooperate in security assessments and planning and supporting interagency processes.
- Support UNHCR staff serving as members of the country Security Management Team (SMT), or Area Security Management Team (ASMT), Area Security Coordinators (ASC) and Wardens.

- Provide country-relevant security advice and training to UNHCR staff, and where appropriate, to staff of NGOs and implementing partners in areas including, inter alia, preparation for and conduct of road missions, radio telecommunications, immediate actions upon detection of explosive devices or other dangers, hostage survival and other critical incidents.
- Conduct rehearsals and practical exercises to ensure that staff are familiar with contingency plans and can implement them confidently in an emergency.
- Prepare periodic reports on security in accordance with UN and UNHCR standard operating procedures, sharing with managers in the country of assignment and, as appropriate, FSS.
- Maintain linkages with the Staff Welfare Section, and the Medical Service, referring cases as required in consultation with staff member's supervisor.
- Undertake other security-related functions or responsibilities.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Provide security-related advice, in written and oral form, to the manager and other staff
- Advise on, and upon approval, implement, needed mitigating measures.
- Participate in criticality assessments.
- Undertake other functions as required.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED. *Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.*

- University degree with focus on security management and/or related discipline at officer's level from a recognized military or police academy and/or successful completion of the command and general staff course at a recognized military staff college or equivalent police academy.
- Minimum 2 years of experience relevant to security risk management – in particular in progressively responsible functions in a national law enforcement agency and/or national security forces.
- Excellent knowledge of English and working knowledge of another UN language.

(In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English).

**** For National Officer positions, very good knowledge of local language and local institutions is essential.*

DESIRABLE QUALIFICATIONS & COMPETENCIES. *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

- Good communication skills (written and oral)
- Good reporting and analysing skills
- Relevant training (first aid ...)
- Ability to establish working networks with law enforcement and other security actors
- Computer skills

Submission of Applications

This vacancy is open for qualified South Sudanese **ONLY**. **Female candidates are encouraged to apply.**

IMPORTANT

Please send your application addressed to Human Resources Officer, UNHCR Representation Office, Juba or via email to ssudjurhr@unhcr.org, **not later than 24 November 2015 at 12:00 Noon.**

Applicant should clearly indicate the Title of the Position and vacancy notice number on the envelope or in the subject line of the email. **Applicants are required to submit motivation letter, P11 and also copy (copies) of degree (s).** Documents submitted shall not be returned to the applicants. Due to the volume of applications only short listed candidates will be notified. Candidate who are shortlisted must be subjected to both written test and interview. **Late and incomplete applications will not be considered.**

UN Personal History Form (P.11) is available in the UN Website, www.un.org or you can collect it from UNHCR Office, located at Ministries Road, behind Sudan Council of Churches (SCC).

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