

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. 014/2020**

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|-------------------------------------|---------------------------------|-------------------------|-------------------------------|
| Title of Post | Field Security Associate | Category/grade | General Service, G6 |
| Post Number | 10033680 | Type of contract | Fixed Term appointment |
| Location | Kampala, Uganda | Date of Issue | 15 September 2020 |
| Effective date of assignment | 1 December 2020 | Closing Date | 21 September 2020 |

Operational Context:

The Field Security Associate provides support to all security related aspects of field operations including Staff, premises and asset security.

The incumbent is supervised by a Senior Officer (FSA or Head of Office) who defines general work objectives and provides necessary advice and guidance. The incumbent maintains regular contact on a working level on routine issues with other UNHCR staff members, UN agencies, NGOs, implementing partners and Host Government Security authorities (HGS) in the area to facilitate the operation. The duty of the incumbent is to support and monitor the management of security issues.

Duties:

- Provide assistance to the supervisor in evaluating the level of risk and assessing the existing security measures for the UNHCR staff, operations, premises, partners and persons of concern.
- Conduct regular security assessment missions to the field as required in coordination with UNDSS/other agencies; gather and analyse information about the security situation during field missions.
- Be aware of security protocols and procedures in place in accordance with the UNSMS policies, UNHCR Policies and the, Security Risk Management process for the designated area;
- Conduct checks for compliance and advise management on any deficiencies.
- Monitor the physical security of UNHCR premises and reports on deficiencies.
- Monitor and supervise the guard force In accordance with relevant UNSMS policies and guidance.
- Assist UNHCR Protection Colleagues in efforts to ensure the physical protection and security of refugees and other persons of concern.
- Provide support during 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 relations and cooperation with UN security management system actors, local law enforcement agencies, civil authorities and other relevant agencies.
- Provide security briefings and training to UNHCR staff, and as appropriate partner staff, on relevant security risk management processes and measures for the country concerned to include security situation updates, the warden system, communication notification and reporting procedures, travel planning procedures road air 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.
- Maintain liaison and build relationships with Host Government Security Forces and security counterparts.
- Perform other related duties as required.

Essential Minimum Qualifications and Experience:

- Completion of High school diploma is required.
- Minimum of 6 years of previous relevant job experience is required.
- Knowledge of English and/or UN working language of the duty station if not English is required

Desirable Qualifications & Competencies:

- Certificates/ licences in Security and Safety is desirable.
- High level of knowledge in the security field is desirable
- Excellent security apparatus knowledge is desirable.

Required Competencies:

Managerial 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

- Analytical Thinking
- Political Awareness
- Change Capability and Adaptability

Eligibility:

Group I candidates: Interested staff members should consult the Recruitment and Assignment of Locally Recruited staff (RALS).

Group I comprise 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.

Group II candidates: comprises candidates that have previously been vetted and notified after applying to the Group II general profile pool at the date of publishing this vacancy notice.

If you have questions regarding your eligibility, you may also contact the HR Unit.

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:

Interested candidates who meet the above criteria should submit their applications online, using the following link: <http://unhcrjobs.imuganda.com>. Applicants should signup or login to access details of the advertised position by **the closing date**.

The Personal History Form and its supplementary sheet are attached.

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).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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