# United Nations High Commissioner for Refugees (UNHCR*)* INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

**Vacancy Notice No 01/2021 Advertising date: 24/12/2021**

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| **Title of Post** | **Field Security Associate G6** | **Position Number** | **10024448** |
| **Section/Unit** | **Security** | **Contract Type** | **FTA-Fixed -Term** |
| **Location** | **Tunis, Tunisia** | **Duration** | **One year with the possibility of renewal** |
| **Effective date of assignment** | **February 2022** | **Closing Date** | **7 January 2021** |

## Organizational 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 in coordination with UNDSS/other agencies; assist the supervisor during field missions to gather information and analyze the security situation.
* Be aware of security protocols and procedures in place, especially those comprising Minimum Operational Safety Standards (MOSS) and Minimum Operational Residential Safety Standards; check for compliance and advise management on any deficiencies.
* Monitor the physical security of UNHCR premises and report on deficiencies/ requirements for the guard force.
* Assist in efforts to ensure the physical protection and security of refugees and other persons of concern.
* Provide support during 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 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 country information and on other issues pertaining to the UN security management system including, inter alia, the warden system, radio communication procedures, travel procedures 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.

**Minimum Qualifications**

**Education & Professional Work Experience**

**Years of Experience / Degree Level**

*For G6 - 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher*

**Certificates and/or Licenses**

*Security and Safety*

**Relevant Job Experience**

***Desirable***

High level of knowledge in the security field.

**Functional Skills**

*IT-Computer Literacy*

*FS-Security Apparatus Knowledge*

*FS-Field Security Operations*

*FS-Security Analysis*

*CO-Cross-cultural communication*

**Language Requirements**

***Good Knowledge of French and working language English and Arabic***

## Competency Requirements

**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**

*Analytical Thinking*

*Political Awareness*

*Change Capability and Adaptability*

## Eligibility:

Applicants for this vacancy should be Tunisian candidate or international candidate who is legally present in Tunis.

## Submission of Applications:

If you wish to be considered for this vacancy, please submit your motivation letter, CV and signed P11 form by e-mail clearly stating the Position Title, Vacancy notice number and your Last Name in the subject line to [tuntu@unhcr.org](mailto:%20tuntu@unhcr.org%20) by the closing date.

The new version of the Personal History Form (P11) [Personal History Form (PHF)](http://www.unhcr.org/ceu/wp-content/uploads/sites/17/2018/09/UNHCR_Personal_History_Form.docm) and the [supplementary pages](http://www.unhcr.org/ceu/wp-content/uploads/sites/17/2018/09/UNHCR_PHF_Supplementary.docm)

No late applications will be accepted. Only short-listed candidates will be contacted. Shortlisted candidates may be required to sit for written test and oral interview.

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**.**