



Temporary Job Opening

Vacancy Number:	23/005
Deadline for Application:	11 April 2023
Date of Issuance:	05 April 2023
Position Title:	Field Security Guard
Position Level:	G-3
Position Number:	30907645
Duty Station:	Gaza

Qualified Female Candidates are strongly encouraged to apply.

This is a temporary vacancy available through 31 December 2023.

Organizational Setting and Reporting

This position is located in the Security Section in the Gaza Office of the Office of the Special Coordinator for the Middle East Peace Process (UNSCO).

Description of Duties and Responsibilities:

Under the operational supervision of the UNSCO Security Officer and overall supervision of the UNSCO Security Coordination Officer, the incumbent is responsible for the following duties:

- a. Vehicles entry and search Duties: All UN and private vehicles entering the field mission's compound are subject to search strictly at all times by the Field Security Guard by inspecting undercarriage mirrors and must include visual checks at the areas above and under wheels. Also, it's mandatory for the Field Security Guard that all UN vehicles leaving the premises are checked inside the cabins and trunks to ensure that all UN properties are accompanied by an established "Security Gate Pass Form". The Field Security Guard is to physically deny entry to all unauthorized persons to the field mission's compound/installations, prevent all unauthorized persons with arms/explosives and lethal weapons from entering the field mission's compounds/Installations and assist newly arrived mission personnel and visitors/contractors to locate the right offices and the staff members they desire to meet/visit.
- b. Patrol Duties: The Field Security Guard must achieve preventive foot patrols as scheduled during all shifts with the aim to identify hazards or intruders to the field mission's premises. In particular sensitive areas of VIP and offices containing confidential or hazardous material and all offices doors and windows are to be checked one by one on each patrol. The Field Security Guard on patrol is requested to pay attention to all hazards that could cause harm/destruction/theft to UN staff and property, besides s/he must register during each patrol on GFU designed patrol sheets any discovered hazards or any other observations and/or to take immediate action on imminent life or fire hazards. The Field Security Guard on duty can feasibly take action to try to stop the fire and assist with emergency medical/trauma when occurred.
- c. Access Control Duties: At all entry points to the field mission's premises, the Field Security Guard is to ensure that all individuals with the attempt to enter are properly identified on the Field Security Guard's request to show an appropriate picture ID card. All Field Security Guards must remain vigilant and observant while on posts at all times. She/he has to implement an access control mechanism (visitor/vehicle screening) for UN premises, to ensure that visitors and their belongings are screened through metal detectors and X-Ray machine for hazardous material,

weapons or explosive devices that are attempting to enter the field mission's installations for proper identification and announce them to staff before escorts of visitors to/from designated staff member's offices is conducted. Security escorts for visitors may be directed in special circumstances to the Field Security Guard. Special attention shall be given to crowds and groups who are attempting to visit field mission's offices, in such case the Field Security Guard shall inquire at the entry points for the reason of visit first.

- d. Reception and Security offices Duties: The Field Security Guard is to ensure during the tour of duty that all assigned equipment to the security section are functional and in good order, that maintenance for equipment is carried out periodically and when required, that unauthorized persons have no access to security offices, that all records are filed properly and that confidential documents are kept safe and are not exposed for view to none-security personnel. She/he maintains working area always clean and organized and ensures that the next shift has all required tools for duty tour, to follow hand-over/take-over procedures for equipment and office inventory during shift changes. She/he may serve on demand as Field Security Assistant focal point on monitoring and reporting on Surveillance Systems functions, installed at the field mission's premises, and act whenever requested as Duty Security Assistant for Close Circuit Television (CCTV) monitoring facility. The Field Security Guard has also to inform the duty officers of all sections about all emergencies, incidents/accidents, and report to his/her direct supervisor and to the Security Officer who is acting Security Duty Officer (SDO). In addition the Field Security Guard will answer calls received via radios/emergency phone sets. Daily radio check is also one of the Field Security Guard duties to ensure the functioning of his radios as well as the ones of his colleagues.
- e. Performs any other tasks are requested by the Security Officer.

Competencies

- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Communication:** Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify and exhibits interest in having two-way communication. Tailors' language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Qualifications:

Education:

- High school diploma or equivalent is required.

Experience:

- Minimum two (02) years of security experience is required.

Languages:

- English and French are the working languages of the United Nations Secretariat. Fluency in English (both oral and written) is required; knowledge of the other is desirable.

Other:

- A valid driver's license free of driving violations. Please attach a copy of your valid license to your application.
- Proficiency in Microsoft Office suite including Word, PowerPoint and Excel is required.
- The candidate must be willing to undertake the specific UN-sponsored driving test certification training course at the earliest convenience, in accordance with the instruction from the Chief Transport Officer.
- Good knowledge of the city, local roads and conditions where the office is located.
- Knowledge of security rules, regulations, and procedures of the UN, including fire safety and first aid procedures, as well as standard security and safety procedures in order to undertake both patrols of buildings and grounds and routine monitoring and grating of entry to the premises and physical fitness.

Assessment Method:

- Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

Note to Applicants

- ***APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED***
- ***ONLY APPLICATIONS SUBMITTED THROUGH EMAIL unSCO-va@un.org WILL BE CONSIDERED***
- ***ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT***

How to Apply. Applications that do not comply with the below standards will not be considered:

- UNSCO Jobs page <https://unSCO.unmissions.org/jobs> includes all current Job Openings (JOs).
- Download a Personal History "P.11" form. **Any other form of application is not accepted.**
- Save your Personal History Form (P.11) and e-mail it to unSCO-va@un.org. All fields in P.11 form must be completed to the best of your knowledge.
- Attach copies of high school diploma and other relevant diplomas, certifications and/or drivers' license as indicated in the JO as a requirement or a desirable criteria.
- Include a written cover-page application.
- Indicate the JO number on the subject heading in your email.
- **Internal candidates** are required to attach two latest Performance Evaluation Documents. **External candidates and staff of other UN entities** are required to attach latest two Performance Evaluation Reports if applicable.
- Applications will be screened and evaluated against the specific criteria indicated in a particular JO, and your name may be put forward for that specific JO only.
- In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified accordingly

United Nations Considerations

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity. All employment decisions are made on the basis of qualifications and organizational needs. The UN is committed to creating a diverse and inclusive environment of mutual respect. The UN recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

The UN Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

The UN shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the UNO - Chapter 3, article 8). The UN Secretariat is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The UN is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED

NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

At your interview: To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioural interviews" or "criterion based interviews." Such interviews are based on the concept that past behaviour and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations. More information on competency-based interviews at <https://careers.un.org>