

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

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**VACANCY ANNOUNCEMENT NUMBER# 246/07/2009**

Title:	<b>Security Assistant</b>
Number of posts:	One
Type of contract:	Fix Term (FT)
Category:	General Service (Local)
Grade:	GSL-4
Duty station:	<b>Khost</b>
Issuing date:	12 July 2009
Closing date:	26 July 2009

Under the direct supervision of the Field Security Coordination Officer (FSCO), Deputy Field Security Coordination Officer (DFSCO) and the MSO, the incumbent is responsible for the following:

**Duties:-**

- Assists the FSCO, DFSCO and or the MSO in the daily operations of their offices.
- Assist in conducting on site security survey and assessment of all UNAMA compounds, installations and private guesthouses of staff members and submit a report accordingly.
- Assists in preparing and updating the security briefing for the staff members.
- Assists the FSCO, D/FSCO and the MSO to update security plans and warden system.
- Liaises and coordinates with the local government, international security organizations and interfaces with INGOs
- Maintaining and updating staff lists and contact details.
- Assists in Minimum Operational Security Standards (MOSS) inspection.
- Assists in assessing the security situation at the duty station and prevailing security advice.
- Assists in setting up an efficient operation of the Emergency Communication System (ECS).
- Assists in conducting security evaluations and providing advice on the security measures for the residences of UN Staff and UN offices.
- Assists in conducting physical inspection on all UNAMA Guards and Armed Guards post and ensures proper standard is maintained
- Prepare monthly duty schedule for the UNAMA Guard Force
- Ensure that all post equipments are well maintained and serviceable
- Conduct VIP and other security escort when required
- Translates document from local Language into English language and vice versa
- Assists in drafting daily and weekly security reports.
- Assists in providing accurate incident reports.
- Assists in maintaining a security road/air mission clearance system.
- Assists with the processing of procurement requirements.
- Performs all other duties as may be directed by the FSCO, DFSCO and/or the MSO.

### **Competencies:**

**Planning and Organizing:** Ability to identify priority activities and assignments, adjust the priority as required

**Accountability:** Operate in compliance with organizations rules and regulations.

**Creativity:** Ability to actively seek advice to improve services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.

**Communication:** Excellent command of English. Fluency in Dari and Pashto drafting skills. Effective communication including ability to explain UNAMA's security requirement to obtain needed supplies and equipment; and personnel issues.

**Teamwork:** Proven interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Technology Awareness:** Possess the required skills in the use of IT equipment and software relevant to own functions. Ability to drive required by the position.

### **Qualifications & Experience:**

- High school diploma, College / University degree preferable.
- At least three to four years relevant security experience.
- Working knowledge of HF, VHF, and satellite phone communication system.
- Self-motivated and willing to take up new responsibilities.
- Fluency in both written and oral English, Dari and Pashto.
- Proficiency in Word, Excel, PowerPoint and Lotus Notes.

**Preference will be given to equally qualified female candidates.**

### **Application Submission Guidelines:**

Applicants meeting the above qualifications are requested to submit a cover letter quoting this Vacancy Announcement title and number along with their Curriculum Vitae; P-11 form photocopy of NID; Tazkira and a copy of High School Diploma to:

**Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road,  
Kabul, Afghanistan  
OR**

**UNAMA Regional Office in Gardez**

Email to: [unamava\\_support@un.org](mailto:unamava_support@un.org)

**Note: Only applications that clearly indicate the vacancy number on the envelope; or in the subject of the email (if the application is being sent electronically), will be reviewed.**