



Vacancy Notice

03 January 2017

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT NO: 17/HCR/KGL/VN/001

Title of Post: Senior Field Safety Assistant
Post Number: 10026648
Category and Level: G-5
Location: Butare, Rwanda
Duration of appointment: Initially for a period of one year
Closing date of application: **17 January 2017**

ORGANIZATIONAL CONTEXT

The Senior Field Safety Assistant provides support to activities pertaining to Staff Security.

The incumbent is supervised by a Senior Officer (FSA or Head of Office) who provides regular guidance. She/he may be assigned some independent routine tasks while more often follows instructions of the supervisor. The incumbent maintains regular contact on a working level on routine issues with other UNHCR staff, UN agencies, NGOs, implementing partners in the area to facilitate the operation.

The duty of the incumbent is to support the management of security issues.

FUNCTIONAL STATEMENT

Accountability:

- Country operation or duty station receive practical support toward helping ensure an appropriate level of safety.
- UNHCR maintains relationships with host country law enforcement agencies and the UN Security Management System.

Responsibility:

- 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.
- 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.
- Assist in security assessment missions to the field in coordination with UNDSS/other agencies; help the supervisor during field missions to gather information and analyse the security situation.
- Implement security-related projects.
- Assist in the monitoring, updating and reporting of security-related events.
- Assist in the processing of administrative security issues.
- Maintain liaison with UN security management system actors, local law enforcement agencies, civil authorities and other relevant agencies.
- Provide security briefings 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.
- Undertake other functions as delegated by the supervisor.

Authority

- Provide security-related advice to the manager and other staff.
- Advise on security deficiencies.
- Maintain liaison and build relationships with host nation and interagency counterparts.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Completion of secondary education with relevant training and experience in security and safety issues.
- Minimum 6 years (4 with advanced training/certification) of previous job experience relevant to the function.
- Fluency in English and working knowledge of another relevant UN language or local language.
- Empowering and Building Trust.
- Judgement and Decision Making.
- Analytical Thinking.
- Political Awareness.
- Change Capability and Adaptability.

DESIRABLE QUALIFICATION & COMPETENCIES

- Good communication skills (written and oral).
- Good computer skills.
- Good understanding of security and defence apparatus.

SUBMISSIONS OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your Personal History Form (P11) and its supplementary pages (if applicable), motivation letter and CV by e-mail with “**LAST name – Senior Field Safety Assistant (10026648) position**” in the subject line to: RWAKIHRAPPS@unhcr.org by **17 January 2017**.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

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>