



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR REPRESENTATION IN INDONESIA INTERNAL/EXTERNAL VACANCY NOTICE

No. 17/INSJA/007



Functional Title : Assistant Field Safety officer
Position No. : 10021854
Category & Level : National Officer (NO-A)
Duty Station : Jakarta, Indonesia
Duration : Initial one year contract
Annual Salary : Starting from IDR 350.253.000 (including Medical Allowance)
Closing Date : 30 November 2017

Duties and Responsibilities

Under the direct supervision of the Representative of UNHCR Indonesia, the incumbent will perform the following duties:

1. Advise and support the Representative or Head of Office in managing staff safety and security of UNHCR staff, partners, operations, premises and refugees or persons of concern.
2. Undertake periodic security assessments in close cooperation with UNHCR senior staff members and interagency partners.
3. Evaluate existing security measures to determine their appropriateness and identify areas needing improvement. Follow up with actions to oversee or implement those improvements.
4. Advise on and assist in ensuring compliance with Minimum Operational Safety Standards (MOSS) and Minimum Operational Residential Safety Standards (MORSS).
5. Assist in the development of plans for evacuation, medical evacuation and other contingencies.
6. In cooperation with UNHCR senior staff members, assist in ensuring that security measures are fully integrated into operational planning, including budgetary provisions, at the earliest stages of development.
7. Participate programme activities to advice on programme criticality.
8. As a member of a multi-functional team, contribute to efforts to ensure the physical protection and security of refugees and other persons of concern.
9. Maintain relationships with security-related actors, including host government law enforcement authorities and partner agencies.
10. Maintain cooperation with staff of the UN Department of Safety and Security (UNDSS).
11. Cooperate in security assessments and planning and supporting interagency processes.

12. Support UNHCR staff serving as members of the country Security Management Team (SMT), or Area Security Management Team (ASMT), Area Security Coordinators (ASC) and Warden.
13. Provide country-relevant security advice and training to UNHCR staff, and where appropriate, to staff of NGOs and implementing partners in areas including, inter alia, preparation for and conduct of road missions, radio telecommunications, immediate actions upon detection of explosive devices or other dangers, hostage survival and other critical incidents.
14. Conduct rehearsals and practical exercises to ensure that staff are familiar with contingency plans and can implement them confidently in an emergency.
15. Prepare periodic reports on security in accordance with UN and UNHCR standard operating procedures, sharing with managers in the country of assignment and, as appropriate, FSS.
16. Maintain linkages with the Staff Welfare Section, and the Medical Service, referring cases as required in consultation with staff member's supervisor.
17. Supervise and coordinate a small vehicle fleet for the needs of the office in attending the daily requirements
18. Undertake other security-related functions or responsibilities.

Qualifications/Requirements

Education: Undergraduate degree (equivalent of BA/BS) on security management and/or related discipline at officer's level from a recognized military or police academy and/or successful completion of the command and general staff course at a recognized military staff college or equivalent police academy.

Experience: One (1) year experience relevant to security risk management – in particular in progressively responsible functions in a national law enforcement agency and/or national security forces.

Nationality: Citizen of Indonesia; non-citizen with Indonesian permanent residence.

Languages: Excellent knowledge of English and Bahasa Indonesia (written and spoken) is essential; knowledge of other UN Language is an asset.

Managerial Competencies: Judgment and Decision making; Strategic planning and Vision

Cross- Functional Competencies: Analytical Thinking; Political Awareness; Stakeholder Management

Desirable Skills in: Good communication skills ; Good knowledge of UNHCR; Good reporting and analysing skills; Ability to establish working networks with law enforcement and other security actors ; Computer and windows literate; Ability to work independently with minimum supervision.

Working Relationships

- (i) **With UNHCR Staff**
- (ii) **With External Parties:** Law enforcement and other security actors, relevant Government Official, UNHCR's implementing partners, etc.

Supervision exercised and guidance given

On-the-job training will be provided to the successful candidate.
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Candidates who wish to be considered for this vacancy should send their CV, motivation letter and **signed** Personal History/P.11 form (available at www.unhcr.org/recruit/p11new.doc), to **UNHCR Indonesia** at:

**Menara Ravindo Lt. 14
Jl. Kebon Sirih Kav. 75
Jakarta 10340**

Or via e-mail to INSJA@unhcr.org

DEADLINE FOR APPLICATIONS: 30 November 2017

A staff member holds a lien to the position for 12 months, thus the position is for 12 months initially, with a possibility for extension (replacement capacity)

IMPORTANT: Candidates must indicate the **post title and vacancy number** on the envelope or subject of the email.

Applications from all genders and persons with disabilities are encouraged to apply.

Late applications will not be considered.

Only those short-listed for interview will be notified.
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Jakarta, 16 November 2017