



**United Nations High Commissioner for Refugees (UNHCR)  
Manila, Philippines**

**Vacancy Announcement no. 23/2017  
Internal/External**

<b>Position Title:</b> Field Safety Associate	<b>Position Level:</b> GL-6	<b>Date Issued:</b> 30 November 2017
<b>Position No.</b> 10026167	<b>Report To:</b> Head of Field Office Cotabato	<b>Closing Date:</b> 18 December 2017
<b>Duty Station:</b> Cotabato		<b>Contractual Status:</b> Fixed-Term Appointment

**ORGANIZATIONAL CONTEXT**

The Field Safety Associate manages and supports activities pertaining to staff security.

The incumbent is supervised by a Senior Officer 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 in the area to facilitate the operation.

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

**FUNCTIONAL STATEMENT**

**Accountability**

- Country operations receive practical advice and support toward helping ensure an appropriate level of safety.
- UNHCR maintains beneficial 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.
- Conduct regular security assessment missions to the field in coordination with UNDSS/other agencies; assist the supervisor during field missions to gather information and analyse 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 reports 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 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.
- Undertake other functions as delegated by the supervisor.

**2.3 REQUIRED COMPETENCIES**

<u>Code</u>	<u>Managerial Competencies</u>	<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input checked="" type="checkbox"/> M001	Empowering and Building Trust	1. <input checked="" type="checkbox"/> X001	Analytical Thinking
2. <input checked="" type="checkbox"/> M003	Judgement and Decision Making	2. <input checked="" type="checkbox"/> X007	Political Awareness
		3. <input checked="" type="checkbox"/> X009	Change Capability and Adaptability

**ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED**

Completion of secondary education with relevant training and experience in security and safety issues.

- In addition to the local UN working language, excellent knowledge of English.
- Minimum of 8 years (6 with advances training/certificate) of previous relevant job experience.
- Fluency in English and working knowledge of another relevant UN language or local language.  
(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English).
- Good communication skills (written and oral).

**DESIRABLE QUALIFICATIONS & COMPETENCIES**

- Good computer skills
- Excellent security apparatus knowledge

**APPLICATION INVITED FOR FILIPINO NATIONALS ONLY.**

Please email your Motivation Letter, Curriculum Vitae and P.11 with subject: "Application-VN-23 Field Safety Associate" to: [PHIMAVAC@unhcr.org](mailto:PHIMAVAC@unhcr.org)

Only applicants meeting minimum requirements will be short-listed for written test & interviews.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

P.11 form can be downloaded from the following links:

**P-11:** [http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR\\_Personal\\_History\\_Form\\_October-2017.docm](http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_Personal_History_Form_October-2017.docm)

**SUPPLEMENTARY FORM:** [http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR\\_PHF\\_Supplementary\\_October-2017.docm](http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_PHF_Supplementary_October-2017.docm)