



United Nations High Commissioner for Refugees (UNHCR), Philippines

Internal/External Vacancy Announcement no. 01/2019  
ADVERTISEMENT

<b>Position Title:</b> Field Security Associate	<b>Position Level:</b> GL-6	<b>Date Issued:</b> 08 January 2019
<b>Position No.</b> 10026167	<b>Report To:</b> Head of Field Office Cotabato	<b>Closing Date:</b> 22 January 2019
	<b>Duty Station:</b> Cotabato	<b>Contractual Status:</b> Fixed-Term Appointment

**Application invited from Filipino nationals only.**

**Duties and Responsibilities:**

The incumbent will be based in Cotabato City and, under the supervision of the Head of Office, will:

1. Provide advice on all security related matters pertinent to the UNHCR Operation inclusive of staff safety, safety of persons of concern to UNHCR, and safety of UNHCR premises and facilities.
2. Liaise and maintain relations and cooperation with local law enforcement agencies, civil authorities and other relevant stakeholders as required.
3. Undertake assessment missions under the direction of the supervisor and also as operationally required in conjunction with UNHCR team activities and priorities or with other UN security advisors.
4. Prepare timely reports inclusive of analysis and recommendations, assessments, advisories, and feedback to Head of Office and staff on all situational security matters.
5. Provide staff and implementing partners with security advice, briefings, and training as appropriate to the operation.
6. Be an active member of the UN Security Cell and related co-ordination bodies.
7. Any other responsibilities/ functions deemed necessary or as delegated by the supervisor.

**Qualification Requirements:**

**Education and Skills:**

- Completion of secondary school. Undergraduate degree in a related field or post-secondary training in a recognised police or military academy
- Exposure to the provision of security/policing services in civil society are desirable.
- An ability for analytical, reflective, and critical thinking with a view to ensure proper support to the office in line with strategic operational imperatives.
- Excellent drafting and reporting skills are required. Strong communication skills, strong interpersonal and negotiation skills and the ability to work cohesively within a team structure are necessary.
- Necessary computer skills are additionally required (MS Word, Excel, Powerpoint).

**Experience:**

- Minimum of 8-10 years of unblemished experience in progressively responsible functions in a National Law Enforcement Agency and/or National Security Force. Alternatively similarly styled experience in a related field (e.g. legal, research analyst....) may be considered.
- Up to date knowledge of the operational area inclusive of religious-cultural values and traditions of the persons of concern to UNHCR is an asset.
- A proven ability to deal with multiple tasks in a courteous and service oriented manner in demanding working conditions that often have short deadlines is also required.
- Experience in the organising, development and conducting of training and briefings is further required.
- Awareness, and possibly even work experience of the situation in Mindanao, especially in central, western and eastern Mindanao.

**Languages:** Excellent knowledge in English and Tagalog. Knowledge of other Philippine dialect is desirable.

**Desirable:**

- Knowledge of UNHCR and its mandate.
- Exposure to UN through work experience either with NGO's or in the course of current employment.
- First Aid and Trauma Training.

Please email your Motivation Letter, Curriculum Vitae and P.11 with subject: "Application: VN-01/2019 Field Security Associate-Cotabato" to: [PHIMAVAC@unhcr.org](mailto:PHIMAVAC@unhcr.org)

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

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:

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)