



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title: **Interagency Local Security Assistant**

Position Number: 00003230

Department: Operations

Reports to: Antonia Daio, ARR/Operations

Position Status: *(Non-Rotational)*

Current Grade: **GS2**

Approved Grade: **GS5**

Position Classified by: **Antónia Daio, ARR(O)**

Classification Approved by: **José Salema, RR**

Effective date : 01.10.2012

II. Organizational Context

The incumbent works under the overall guidance and supervision of the Assistant Resident Representative Operations in its capacity of Country Security Focal Point (CSFP) and when needed under of the Regional Security Adviser (RSA), the incumbent assists in the implementation of security operations and all matters relating to the management of safety for UN personnel in the country. The incumbent promotes a collaborative with UN staff supports and interface between UNDSS and UN System. The incumbent will work also in close collaboration with the Operations and Program staff in the CO and UNDP HQs staff to exchange information and ensure consistent logistic service delivery.

III. Functions / Key Results Expected

- Assist the RSA/CSFP in collecting, updating and communicating information regarding the security situation in the country;
- Evaluates and recommends updates in the Security Plan and the Inter-Agency UN staff Data Base;
- Support RSA/CSFP with the assessment of Minimum Operational Security Standards (MOSS) for the duty station;
- Assist in ensuring residential (Minimum Operating Residential Security Standards (MORSS) and office safety, and security preparedness;
- Assist in ensuring that all UN personnel and UNOP's projects staffs and other partners travelling to São Tomé & Príncipe on mission, obtain their approved security clearance prior to departure of origin.
- Assist in reporting security incidents affecting UN staff, offices and assets, and assists in the preparation of security reports, such as the Security Incident Report, the Security Assessments and the Quarterly Incident Report;
- Organize and administers security training for UN personnel;
- Administers the Agency Warden System;
- Manages the Administration of Identification Cards;
- Updates and observes UN Travel Regulations;
- Coordinates with the Communications Technician the Emergency Communication System (ECS); its maintenance and training for UN staff.

- Provide general administrative assistance to the RSA/CSFP;
- Provide security orientation to newly assigned staff members and conducts security briefings, as required;
- Inform the RSA of any incident received immediately;
- Oversees the Installment and programming of VHF and HF repeaters and mobile communications equipment;
- Training of UN staff on the use of telecommunications equipment and make or coordinate and log the radio calls for all UN Agencies staff as schedules;
- Prepare a written report about his shift and stipulate pending issues;
- Ensure and oversee the maintenance of all telecommunications equipment for UN Agencies;
- Carry out field missions for new installations and routine maintenance tours for Telecommunications equipment;
- Assist on the drafting of technical documentation on radio operating procedures;
- Draft routine correspondence, memoranda and reports on telecommunications matters;

IV. Impact of Results

The key results have an impact on the accurate and standing of UN in the country. High quality information material and well-organized public events enhances UN position as a strong development partner and timely implementation of the overall UN security program at the country level.



V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goal of UN
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Functional Competencies:

Planning and Organizing:

- i) Demonstrated ability to establish priorities and to plan, coordinate and monitor his/her own work plan with minimum supervision. Ability to work under pressure or in crisis situations. Availability to travel within the area of responsibility.
- ii) Client Orientation : Ability to organize, plan his/her work and provide quality results on due time. Ability to work under pressure environment, team work and be available to work in a flexible schedule.
- iii) Technological Awareness : Excellent knowledge of security and safety operating procedures.

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

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

Communication: Proven and sustained communication (verbal and written) skills. Keeping telecommunications equipment operational.

VI. Recruitment Qualifications

Education:	Completion of Secondary School. University degree desirable.
Experience:	<ul style="list-style-type: none">• 5-7 years of experience in security, preferably in the military or police context or related field of work.• 5 years of relevant experience in communication, public relations and administration. Experience in the usage of computers and office software packages (MS Word, Excel, etc).• Prior experience with the UN system or an international NGO is desirable.
Language Requirements:	Fluency in the English, good knowledge in French and national language of the duty station.
Other Skills and Requirements:	<ul style="list-style-type: none">• Knowledge of HF and VHF radio operation;• Experience in diplomatic security, protection and intelligence considered an asset;• Knowledge of host country safety codes;• Possession of a valid driver's license• Ability to travel• Physically fit

VII. Signatures- Post Description Certification

Incumbent (if applicable)

Name

Signature

Date :

Supervisor

Name: Antónia Daio / Title: ARR/O

Signature

Date : 28.08.2012

Chief Division/Section

Name: José Salema / Title: RR/RC

Signature

Date : 28.08.2012