



United Nations Interim Administration Mission in Kosovo
RECRUITMENT UNIT
Human Resources Section

Job Opening – *Internal/External*

Job Opening #: MIK (N)18-006 2nd Issuance	Deadline: 28 February 2019
Post Title: Field Security Assistant	Level: GL- 4
Organizational Unit: Security Section	Location: Pristina
UNMIK invites qualified internal applicants and as well as external applicants in the relevant occupational group to apply for the position highlighted below. Interested applicants should submit a cover letter, Personal History Profile (PHP) or Personal History form (P.11) and copy of the latest two Performance reports (if applicable).	
Kindly note that applications upon receipt will be reviewed and <u>only applicants who are short-listed will receive an acknowledgement within six weeks from the deadline for submission of applications.</u> <i>Please indicate the Job Opening number in the subject of your e-mail</i>	

DUTIES AND RESPONSIBILITIES:

Within limits of delegated authority, the Field Security Assistant will carry out the following duties:

- Assists the Security Officers in the Security Operations Branch with the preparation of any security related documents, regular reports and any other reports related to the security section activities.
- Conduct all liaison and protective security operations as outlined in the UN personal protection management guidelines and Security Liaison Unit (SLU) SOP;
- Conduct advance reconnaissance and provide the SLU with situation assessments and respective recommendations;
- Coordinate protective service operations for the SRSG/DO or any assigned Senior UN Official (SUNO);
- Provides support during the implementation of the Security Plan under the directions of the Chief Security Officer (CSO);
- Assists in reviewing the administrative and logistics requirements for SLU and other related actions required for the preparation of training courses, drills and other security exercises;
- Monitors and stays current with the implementation of security policies and procedures in close coordination with the security operation unit's supervisors and others;
- Provides support in organizing and conducting safety and security awareness and preparedness activities, as well as conducting security briefings, as required;
- When and if required, may be called upon to prepare security presentations for the CSO and the Security Officers in other units.
- Perform other duties as required.

COMPETENCIES:

- **Professionalism:** General knowledge of internal security policies and procedures, and in-particular all relating to work situations, planning, operational and organizational duties and responsibilities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Teamwork:** Work collaboratively with all colleagues to achieve organizational goals; solicit input by genuinely valuing others' ideas and expertise; is willing to learn from others; place team agenda before personal agenda; support and, when applicable, act in accordance with final group decision, even when such decisions may not entirely reflect own position; share credit for team accomplishments and accept joint responsibility for team shortcomings.
- **Planning & Organizing:** Develop clear goals that are consistent with agreed strategies; identify priority activities and assignments; adjust priorities as required; allocate appropriate amount of time and resources for completing work; foresee risks and allow for contingencies when planning; monitor and adjust plans and actions as necessary; use time efficiently.

QUALIFICATIONS AND EXPERIENCE

Education: Completion of secondary/high school education with confirmed diploma.

Experience: Minimum of 3 years of relevant experience in security or related areas such as Police, Military and Close Protection. Must have professional proficiency with firearms. Possession of a valid Category "C" driving license.

LANGUAGES:

Good knowledge of written and spoken English. Knowledge of Albanian and/or Serbian languages is required.

SPECIAL NOTE:

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

The United Nations Department of Safety and Security (UNDSS) is taking efforts to improve gender parity, including full implementation of the UN-wide, and Departmental Gender Strategies. We are committed to providing an inclusive culture and exciting opportunities for women in the security and operations field.

As specified above, internal/external applicants are requested to submit a cover letter referring to [Job Opening No. MIK \(N\) 18-006 2nd Issuance](#), along with completed PHP/P11 to the attention of Human Resources Section by mail, fax or email to the following addresses:

P P.O. Box 999,10000 Pristina, Kosovo,
Fax No: +381-38-504604 ext 5848
E-mail to unmik-recruitment@un.org

The UN is an equal opportunity employer and welcomes applications equally from men and women. It is a UN Policy to give full consideration to disabled candidates whose disablement does not militate against the effective performance of the duties of the post.