



**United Nations Assistance Mission for Iraq (UNAMI)**  
**INTERNAL/EXTERNAL JOB OPENING**

<b>Job Opening No.</b>	205995	<b>Deadline</b>	16/04/2023
<b>Post Title</b>	Assistant Security Officer	<b>Level</b>	NO-A
<b>Organizational Unit</b>	Security Section	<b>Location</b>	UNAMI, Baghdad
<b>VA date:</b>	02/04/2023		

**DUTIES AND RESPONSIBILITIES**

Within delegated authority, the Assistant Security Officer will be responsible for the following duties:

- Prepares draft of security plan for the mission, designated county or geographic area, including all aspects related to elaboration, development, and implementation and updating of the plan.
- Establishes and maintains close relations with host country security agencies and acts as liaison between the senior security professional and the host country services.
- Serves as a member of the United Nations Security Cell, contributing to the implementation and the evaluation of the effectiveness of the security plan.
- Assesses prevailing local security conditions, identifies security trends and advises UN staff, project personnel and dependents on potential security problems, such as mines, kidnapping, armed attacks, arrest and detention.
- Supports the ongoing evaluation of air, land and sea evacuation routes and resources for use in emergencies, ensures the availability of vehicles, aircraft, vessels, fuel supply and assessable roads.
- Ensures that fire detection devices and fire-fighting equipment are available on the premises.
- Maintains fire evacuation plan and conducts fire drills and training as necessary.
- Supports office security by conducting physical security inspections of facilities, issuance of identity cards, if possible, background checks and entry control.
- Provides advice and training to staff and dependents on residential security measures such as window guards, alarm systems and locks to minimize burglar intrusions.
- Maintains dialogue with authorities and international institutions such as Red Cross/Red Crescent in the event of natural disasters.
- Ensures availability of emergency communications system by making periodic checks to determine if system is functioning properly; arranges for necessary repairs or adjustments.
- Supports the investigation of accidents involving UN vehicles and prepares report of findings.
- Supports the investigation of security-related incidents involving UN staff members, project personnel or eligible dependent.
- Prepares and delivers security briefings to security management, personnel and other interlocutors, as required, on incident trends and developments relevant to the safety and security of UNSMS personnel and operations.
- Performs other duties as required.

**QUALIFICATIONS AND EXPERIENCE**

**Education:**

First level university degree in security management, information management or business administration/political or social science or international relations with focus on security management.

Formal certification training in recognized military or police academy or college in combination with two additional years of qualifying experience may be accepted in lieu of first level university degree.

**Job - Specific Qualification:**

UNDSS certification in any of the following training is desirable:

- a. Security Certification Program [SCP]
- b. Security Analysis Process and Practice [SAPP]

**Experience:**

A minimum of two (02) years of progressively responsible experience in the military, police or international security management organization is required.

Experience in national security, intelligence and analysis is desirable.

**Language:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in both English and Arabic is required.

**UN CORE VALUES AND COMPETENCIES**

**Professionalism:** Knowledge of security information management; Understanding and ability to manage security challenges in post-conflict environment; Capability to appropriately supervise security information units; Ability to maintain security information databases and geospatial platforms; Ability to prepare security advisories and incident reports; and performance of security analyses and assessments for mandated programmes and activities. 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.

**Communication:** Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work, foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**APPLICATIONS**

This job opening is advertised on the United Nation Secretariat's talent management platform, Inspira. To submit an application, click "Apply Now" after following this link:

<https://careers.un.org/lbw/jobdetail.aspx?id=205995&Lang=en-US>

Only applications submitted through Inspira will be considered for this job opening. Applicants must have an Inspira account to create and submit applications. Staff members are assigned an employee account upon appointment with their index number as the User ID. Other applicants may create an account.

For guidance on building and submitting applications, refer to the "Applicant Guide" available on the "Manuals" page. To access this page, click "Manuals" on the top of the Inspira homepage after logging into your account.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.