

External Job Opening

Date: 27 May 2018

Job opening no.:	JO/2018/005
Section:	Security and Safety Section
Functional title:	Field Security Guard
Post level:	GL-2
Duty station:	Damascus
Deadline for applications:	10 June 2018

Organizational setting and reporting relationships:

This position is located in the Security & Safety Section (SSS) in the United Nations Office of the Special Envoy for Syria (OSE-Syria) in Damascus. The position reports to the Chief Security Officer.

Duties and Responsibilities:

Under the supervision of the Chief Security Officer and/or his/her designate, the incumbent will be responsible for, but not limited to, the following functions:

- Ensure that proper access control measures are provided at all OSE-Syria facilities and premises.
- Ensure that all unauthorized persons or visitors are denied access to OSE-Syria compounds and offices.
- Maintain a safe and secure environment for OSE-Syria staff members, delegates and visitors at all OSE-Syria installations.
- Conduct vehicular inspections when required and ensure all vehicles entering OSE-Syria installations are physically searched, including by undercarriage checks.
- Respond to security situations when required and report abnormalities during tour of duty while safeguarding UN/OSE-Syria installations and property.
- Assist international Security Officers and/or wardens in the safe evacuation or relocation of staff members and personnel whenever requested, especially during crisis situations.
- Respond to incidents as required/directed and acts to ensure safety and security of staff members and UN assets – always.
- Maintain records/logs of all visitors to the premises and facilitate official visits with the respective offices accordingly.
- Ensures that non-UN persons whom carry weapons adhere to the UN Weapons Policy (not to allow weapons into UN premises).

- Operate hand-held metal detectors, personnel scanners and x-ray machines (where available) and ensure only authorized personnel and equipment are allowed into OSE-Syria premises/installations.
- Conduct regular foot patrols at OSE-Syria premises perimeters and offices, paying attention to Fire Hazards at offices in buildings and that sensitive offices are maintained secured.
- Ensure that any UN property taken away by OSE-Syria staff members from premises is authorized by their supervisors(s) and is registered.
- Assist the Guard Force Team with Administrative and Logistics issues as determined by superiors.
- Perform any other duties and functions as assigned by superiors.

Qualifications requirements:

- Completion of high school education; training in self-defense and/or security techniques is desirable.
- One (1) year of security work related experience and/ or service with Police, Military and/ or Fire Brigade is an asset.
- Mental and physical fitness; Ability to perform long day/night shift duties (including weekends and holidays) in uniform and/or plain clothes as directed by superiors; Ability to withstand long periods of standing while performing the duties.
- Basic knowledge of spoken and written English and Arabic; Knowledge of other languages dialects spoken in the region would be an asset.

Competencies:

- **Professionalism:** General knowledge of security issues specially in buildings/establishments security and access control. Shows persistence when faced with difficult challenges and constantly maintains a high standard of work output. Is conscientious in fulfilling his/her duties and pays attention to details. Puts in extra time, as the job requires.
- **Teamwork:** Ability to work as a team member for the benefit of the organization. Ability to work in a multi ethnic environment with sensitivity and respect for diversity.
- **Client Orientation:** Professional and courteous attitude with the ability to work in a stressful environment. Receptive towards client needs. Displays a firm and polite attitude yet maintains tact and diplomacy at all times.

Submission of application:

- Please address the **fully completed and signed application form (P.11 or PHP) in English** by e-mail to: ose-syria-recruitment@un.org
- **Only applications reflecting the job opening number applied for on the subject will be taken into consideration.**
- **Preference will be given to equally qualified female candidates.**
- **Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates.**
- **Your interest in the Office of Special Envoy for Syria is greatly appreciated.**