

# Job Title: Security Associate FT G6 Qamishly VA084-2018

## DEADLINE FOR APPLICATIONS

From 12 Dec 2018 to 26 Dec 2018

## CONTRACT TYPE & DURATION

**Type:** Fixed term contract.

**Duration:** One (1) year.

## ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

## ORGANIZATIONAL CONTEXT

These jobs are found in the Country Offices (COs), Regional Bureaux (RBs) and Headquarters (HQ). Job holders report to the Security Officer.

Job holders at this level demonstrate responsibility and initiative to respond independently to queries with only general guidance. There is a requirement to use judgment in dealing with unforeseen problems on a daily basis. Job holders manage resources and coach and coordinate a team of security support staff. These jobs may require to report for duty on short notice.

## JOB PURPOSE

To perform tasks related to the implementation and assessment of security measures and maintenance of equipment with a view towards providing updates and recommendations to facilitate informed decision-making and secure WFP staff, facilities and operations.

## KEY ACCOUNTABILITIES (not all-inclusive)

1. Review security threats and risks in detail and compile accurate reports on trends and situations that could adversely impact WFP operations, in order to ensure information is accurately collated and sent to senior security staff to support reporting and decision making.
2. Review security related information (e.g. security incidents and events, security support to daily activities, etc.) and use corporate or local information management tools to produce a range of analyses and in-depth reports, to ensure that information is readily available for relevant stakeholders.
3. Liaise and co-ordinate with local administration, security and law enforcement authorities, communities, UN/NGO security staff and other actors, to facilitate access for safe programme delivery and to mitigate potential risks against staff and other resources.
4. Plan and co-ordinate staff activities during field missions and perform security assessments within the area of responsibility to support safe and effective programme delivery.
5. Analyse security assessment reports following field missions and present detailed recommendations for risk mitigation to support security situation analysis and facilitate decision-making.
6. Assist in advising the Country Director on security risk management matters and safety issues in compliance with the United Nations Security Management System (UNSMS).
7. Support the implementation of risk management mitigation measures, including Minimum Operational Security Standards (MOSS) to ensure compliance.

8. Support the maintenance and management of security equipment and make recommendations to strengthen technology capacity in line with business requirements.
9. Monitor and ensure that all access control procedures are effective and stringently followed by all staff and visitors, in order to maintain a safe and secure environment.
10. Maintain and develop recommendations for improving emergency and contingency planning documentation including physical preparations and procedures, to support preparedness for a crisis.
11. Deliver security training to staff and review security training needs in order to develop measures to meet business requirements.
12. Supervise and provide on-the-job training to other staff supporting their development and high performance.

## **STANDARD MINIMUM QUALIFICATIONS**

**Education:** Completion of secondary school education. A post-secondary certificate in the related functional area.

**Experience:** At least five (5) years of progressive experience in a security related function, preferably in a humanitarian, government or corporate environment. At least five (5) years of progressive experience in a security related function, preferably in a humanitarian, government or corporate environment.

### **Knowledge & Skills:**

- Specialised knowledge of the application of practical methods, techniques, procedures and systems used in security, typically gained through technical training and work experience.
- Broad knowledge and understanding of security logistics, security administration, risk assessment and co-ordination with local authorities and local law enforcement agencies.
- Training and experience in fire and related intervention/evacuation procedures.
- Ability to manage emergency situations and remain calm.
- Attention to detail and constant vigilance in order to promptly detect any breach in security measures.
- Ability to interpret information, use judgement and inform supervisors of any incidents which might impact the UNWFP staff and operations.
- Excellent communication skills in order to maintain frequent correspondence with both, internal staff and external authorities with regards to security advisories and security incidents.
- Willingness to attend security trainings and comply with UNSMS standards.

**Language:** Fluency (level C) in English and Arabic languages

## **DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE**

- Has gained sound knowledge of security operations technical processes
- Has provided technical guidance and training to staff members within area of expertise
- Has supported research and collation of data which feeds into reports that inform security operations activities

## **TERMS AND CONDITIONS**

- Please upload your CV in English
- Only short-listed candidates shall be contacted.
- Candidates must get an auto confirmation email once applying.
- **Female candidates are strongly encouraged to apply.**

## HOW TO APPLY

### Internal Candidates

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=102248&company=C0000168410P&username=>

### External Candidates

<https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=102248&company=C0000168410P&username=>

### **Female applicants and qualified applicants from developing countries are especially encouraged to apply**

*WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status.*

*No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.*