

Job Title: Security Assistant SC5 - Hama VA032-2019

WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles.

Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.

DEADLINE FOR APPLICATIONS

From 14 April 2019 till 28 April 2019

TYPE OF CONTRACT/DURATION

Type of Contract : Service Contract (SC5)

Duration : Six months

Duty Station : Hama

Number of required employee : 1

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 Country Offices (COs), Regional Bureaux (RBs), and Headquarters (HQ). Job holders report to a Security Officer or the designate.

At this level job holders are expected to take responsibility for the completion of a range of security-related processes and activities requiring some interpretation of standard guidelines and practices. Job holders are able to recommend a course of action on a range of security issues, deal with staff at various levels and may allocate tasks to other colleagues. These jobs may require to work different shifts and report for duty on short notice.

JOB PURPOSE

To perform a range of specialised and process-oriented responsibilities related to security operations including monitoring and maintaining security equipment in line with established procedures.

KEY ACCOUNTABILITIES (not all-inclusive)

1. Assist in reviewing security threats and risks, compile accurate reports on trends and situations that could adversely impact WFP operations to ensure information is accurately collated 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 provide basic analyses and reports to ensure information is readily available for relevant stakeholders.
3. Liaise and coordinate 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. Assist in planning, coordinating, preparing and conducting field missions including tracking of staff, and perform regular security assessments in the area of responsibility to support safe and effective programme delivery.
5. Prepare detailed security assessment reports after field missions with risk mitigation recommendations to support security situation analysis and facilitate decision-making.
6. Assist in the formulation of advice to Country Director on security risk management matters and safety issues in compliance with the United Nations Security Management System (UNSMS).
7. Assist in implementation of all security risk management mitigating measures, including Minimum Operational Security Standards (MOSS) to ensure compliance.
8. Assist in management and maintenance of security equipment and identify new requirements to strengthen technology capacity in line with business requirements.
9. Assist in monitoring that all access control procedures are effective and stringently followed by all staff and

- visitors to ensure accountability and maintenance of safe and secure environment.
10. Contribute to the development and update of emergency and contingency planning documentation including physical preparations and procedures to support preparedness for a crisis.
11. Assist in identification of security training needs to support training planning and implementation to address staff development needs.
12. Supervise and provide on-the-job training to other staff supporting their development and high performance.

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
Strategic approach to security risk management	Demonstrates understanding of the strategic context in which the security function operates and the broader implications of day-to-day work.
Operational knowledge of security risk management	Demonstrates some understanding of day to day security operations. Contributes knowledge to development of resolutions to aspects of challenges faced, as directed.
Security resource management	Demonstrates ability to track and compile reports on HQ and Field staffing and financial resource usage on a project-level basis.
Analysis and solution development	Demonstrates understanding of key UN inter-governmental body partner agencies. Understands implications of security information and reports and supports in the identification of mitigating actions against threats and vulnerabilities to WFP's operations.
Planning compliance and emergency management	Supports in planning and prioritisation practices in-line with established security policies and procedures.

STANDARD MINIMUM QUALIFICATIONS

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

Language: Fluency in both oral and written communication in English and Arabic

WORK-LIFE BALANCE

WFP is dedicated to promoting and maintaining the highest degree of physical, mental and social well-being of all staff members. Accordingly, it seeks to offer a safe and healthy working environment focusing on balancing the professional and personal demands of its personnel of all contract types and thus WFP offers flexible working options.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Experience: at least 4 years of progressively responsible experience in security and/or operations, preferably related to humanitarian field/emergency response, or experience in radio operation in the telecommunication field.
- Has applied knowledge of security operations technical processes which must be adhered to in day to day work
- Has supported security operations efforts as directed
- Has supported in providing ad-hoc technical guidance to staff members

TERMS AND CONDITIONS

- Please upload your professional CV in English in PDF format making sure to include the following in terms of "Experience":
- Company/Organization name and scope of work of the organization
- Exact Position Title
- Contract type: part-time, full-time, volunteer, consultant, or freelancer
- Start and End date of Employment for each position: From (dd/mm/yyyy) to (dd/mm/yyyy)
- Responsibilities: To mention the main responsibilities that highlight your gained skills and experience
- A proof of your experience will be required in the final stage of recruitment.
- Only short-listed candidates, who meet the minimum requirements for the advertised position, shall be contacted.
- *Candidates must get an auto confirmation email once application is submitted.*

HOW TO APPLY

If any of the below links do not work by clicking on it, please copy and paste it in the browser address bar

Internal candidate:

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=104740&company=C0000168410P&username=>

External candidate :

<https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=104740&company=C0000168410P&username=>

As WFP is dedicated to the goal of building a diverse and inclusive workplace and committed to have a multicultural environment to foster creativity and productivity, Females and Individuals with Special Needs are strongly 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.