

**United Nations High Commissioner for Refugees (UNHCR)  
Branch Office Damascus, Syria**

**Vacancy Announcement No. UNHCR/VN/ 2018/102  
Internal/ External Circulation**

<b>Position Title:</b> Senior Security Assistant	<b>Position Level:</b> G5	<b>Date Issued:</b> 16/12/2018
<b>Positions No.:</b> 10023662	<b>Report To:</b> Head of Field Office	<b>Closing Date:</b> 30/12/2018
<b>Section/ Unit:</b> Sub-Office Damascus	<b>Duty Stations:</b> Damascus	<b>Contractual Status:</b> Fixed-Term Appointment

**Availability of the Post:** Immediately

**Accountability**

- Country operation or duty station receive practical support toward helping ensure an appropriate level of safety.
- UNHCR maintains relationships with host country law enforcement agencies and the UN Security Management System.

**Duties and Responsibilities:**

- Provide assistance to the supervisor in evaluating the level of risk and assessing the existing security measures for the UNHCR staff, operations, premises, partners and persons of concern.
- Be aware of security protocols and procedures in place, especially those comprising Security Risk Management; check for compliance and advise management on any deficiencies.
- Assist in security assessment missions to the field in coordination with UNDSS/other agencies; help the supervisor during field missions to gather information and analyse the security situation.
- Implement security-related projects.
- Assist in the monitoring, updating and reporting of security-related events.
- Assist in the processing of administrative security issues.
- Maintain liaison with UN security management system actors, local law enforcement agencies, civil authorities and other relevant agencies.
- Provide security briefings to UNHCR staff, and as appropriate partner staff, on relevant country information and on other issues pertaining to the UN security management system including, inter alia, the warden system, radio communication procedures, travel procedures and fire safety.
- Respond to staff queries on security issues and provide immediate assistance as required.
- Undertake other functions as delegated by the supervisor.

**Authority**

- Provide security-related advice to the manager and other staff.
- Advise on security deficiencies.
- Maintain liaison and build relationships with host nation and interagency counterparts.

**Qualification Required**

**Education and Skills:**

- Education: Completion of secondary education with relevant training and experience in Security and Safety issues.

**Experience:**

- Job experience: Minimum 6 years (4 with advanced training/certification) of previous job experience relevant to the function.

**Languages:**

- Fluency in English and Arabic.

**Desirable Qualification**

- Good communication skills (written and oral).
- Good computer skills.
- Good understanding of security and defence apparatus.

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location: **UNHCR/VN/2018/102, Senior Security Assistant, Damascus**

All applications must be submitted by e-mail to: [SYRDAHUMANRES@unhcr.org](mailto:SYRDAHUMANRES@unhcr.org) indicating the vacancy number. No hard copies (paper applications) will be accepted.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competitive process, and will be invited for a written test and an interview.

**Non Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.**

A Personal History Form is attached for ease of reference and can also be downloaded from the following link: <http://www.unhcr.org/recruit/p11new.doc>

**Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.**

**Distribution:**

All UNHCR staff members in Syria  
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