



UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code	VA/2010/CSG/SSA/02-10
Post Title	Safety and Security Associate
Post Level	G-6 (local position)*
Post number	00049999
Org Unit	Corporate Support Group
Duty Station	Copenhagen, Denmark
Duration	1 year (renewable subject to performance and budget)
Closing Date	10 February 2010

Background

Under the direct supervision of the Chief of Security, the Safety and Security Associate is focused on assisting in the overall smooth functioning of the UN Security Management System in Denmark by providing support to the Designated Official for Security and the members of the country Security Management Team. Specifically, the Safety and Security Associate will provide assistance and support in a variety of areas including; security risk management, information gathering and analysis; reporting, security training and preparation of administrative arrangements to include drafting of briefings, agendas and minutes.

Duties and Responsibilities

Under the direct supervision of the Chief of Security, the incumbent:

- Assists the Chief of Security (CoS) in collecting, updating and communicating safety and security information to UN personnel within the duty station
- Liaises and coordinates as appropriate with the host government security organizations, including national and local provincial authorities, military and police, as well as non-governmental organizations and other non-State actors in the area of operation
- Assists in the assessment of the security situation at the duty station and ensures adequate gathering and verification of security information that may be required for a proper analysis of the situation by the CoS
- Assists the CoS in monitoring compliance with Minimum Operating Security Standards (MOSS) established for the duty station; maintains, updates and disseminates country-specific security documents (MOSS, Security Plan, Security Risk Assessments, etc.) to the members of the Security

Management Team (SMT)

- Assists in reporting security incidents affecting UN personnel, offices and assets, and prepares for review security reports, such as the Security Incident Report and Quarterly Incident Report
- Provides support in organizing and conducting training courses on security awareness and preparedness, and providing security orientation/briefings to newly assigned staff members as required.
- Assists in arranging SMT meetings; prepares and disseminates SMT minutes; follows up on action items
- Maintains liaison with commercial/private sector security companies utilized at UN offices and residences, in order to ensure the effective and efficient use of security coverage
- Assists in maintaining the Security Plan, Crisis Management Plan and other plans dealing with evacuation; crisis situations and, updating staff lists
- Provides general administrative assistance and other duties as assigned by the CoS.

Required Selection Criteria

Competencies

Professionalism – Excellent knowledge of security/risk management methods and some political knowledge within the area of operation; ability to effectively deal with stress factors. Good technical skills to understand and consolidate the varying security specializations.

Planning and Organization – Proven ability to plan and organize work and establish priorities.

Communications – Ability to effectively communicate (oral and written), within all levels of the organization.

Good drafting and presentational skills.

Technology awareness – Good computer skills, particularly in relation to security management and monitoring. Knowledge of emergency communications systems, VHF/UHF radio systems **desirable**.

Teamwork – Good interpersonal skills; ability to establish and maintain effective working relations with: U.N. personnel, security representatives of local and national governments, with sensitivity and respect for gender, diversity and culture.

Leadership – Demonstrated leadership skills. Ability to make quick decisions in emergencies or when rapid response is required. Ability to manage and motivate a team Initiative and sound judgment; dedication to the United Nations principles and demonstrated ability to work in harmony with persons of different national and cultural background.

Education/Experience/Language

Required education: Secondary education

Desirable education: University Degree in a related discipline

Required experience: Minimum 5 years experience preferably in a security related field, preferably in the military, police, UN context or related field of work



Desirable experience: Work experience within the UN system is highly desirable; knowledge of the United Nations Security Management System; UN Security Risk Management model; administering Security Management Team meetings; warden system and evacuation experience.

Fluency in written and oral English required. Working knowledge in Danish will be considered an asset

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) (available on our website), via e-mail to vacancies@unops.org. Kindly indicate the vacancy number and the post title in the subject line when applying by email.

*** Please note that as this is a local post, UNOPS will bear no costs relating to relocation of the selected candidate to the duty station.**

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, please visit the UNOPS website at www.unops.org.