

Job Description Form

Classification Date: January 2020

1. Job Type

2. Job Information

Title

Functional Group - Level 1 Grade

Functional Group - Level 2 Job Code

Functional Group - Level 3 CCOG Code

Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

The Associate Field Security Officer manages and supports all activities pertaining to staff security and security for persons of concern.

The incumbent is supervised by a Senior Officer who defines the objectives and provides general guidance. The incumbent contacts are predominant with other UN agencies, implementing partners and Government departments on relevant subject matters at the working level.

The duty of the incumbent is to support, develop plans and monitor the management of security issues.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

4. Duties

- Advise and support the Representative or Head of Office in managing staff safety and security of UNHCR staff, partners, operations, premises and refugees or persons of concern.
- Undertake periodic security assessments in close co-operation with UNHCR senior staff members and interagency partners.
- Evaluate existing security measures to determine their appropriateness and identify areas needing improvement. Follow up with actions to oversee or implement those improvements.
- Advise on and assist in ensuring compliance with standards established through the Security Risk Management process.
- Assist in the development of plans for evacuation, medical evacuation and other contingencies.
- In cooperation with UNHCR senior staff members, assist in ensuring that security measures are fully integrated into operational planning, including budgetary provisions, at the earliest stages of development.
- Participate programme activities to advise on programme criticality.
- As a member of a multi-functional team, contribute to efforts to ensure the physical protection and security of refugees and other persons of concern.
- Develop and maintain relationships with security-related actors, including host government law enforcement authorities and partner agencies.

- Maintain cooperation with staff of the UN Department of Safety and Security (UNDSS).
- Cooperate in security assessments and planning and supporting interagency processes.
- Support UNHCR staff serving as members of the country Security Management Team (SMT), or Area Security Management Team (ASMT), Area Security Coordinators (ASC) and Wardens.
- Provide country-relevant security advice and training to UNHCR staff, and where appropriate, to staff of NGOs and implementing partners in areas including, inter alia, preparation for and conduct of road missions, radio telecommunications, immediate actions upon detection of explosive devices or other dangers, hostage survival and other critical incidents.
- Conduct rehearsals and practical exercises to ensure that staff are familiar with contingency plans and can implement them confidently in an emergency.
- Prepare periodic reports on security in accordance with UN and UNHCR standard operating procedures, sharing with managers in the country of assignment and, as appropriate, FSS.
- Maintain linkages with the Staff Welfare Section, and the Medical Service, referring cases as required in consultation with the staff member's supervisor.
- Undertake other security-related functions or responsibilities.
- Provide security-related advice, in written and oral form, to the manager and other staff.
- Advise on, and upon approval, implement, needed mitigating measures.
- Participate in criticality assessments.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

Military or Police academy or other relevant field.

(Field(s) of Education marked with an asterisk are essential)*

Certificates and/or Licenses

Security Management

(Certificates and Licenses marked with an asterisk are essential)*

Relevant Job Experience

Essential

Not specified.

Desirable

Relevant trainings an asset (first aid, etc.) Ability to establish working networks with law enforcements and other security actors.

Functional Skills

FS-Security risk management

FS-Security Analysis

FS-National Security Forces

FS-National Law Enforcement Agency

FS-Security Planning

ER-External Relations

IT-Computer Literacy

(Functional Skills marked with an asterisk are essential)*

Language Requirements

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***

*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***

*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

6. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies

Judgement and Decision Making

Managing Resources

Cross-Functional Competencies

Analytical Thinking

Political Awareness

Stakeholder Management

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.