

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



VACANCY Announcement

Post Title: Security Operations Assistant (SOA)

Duty Station: Jerusalem

Duration: 1 year (with possible extension)

Type of Contract: Service contract at the SC 6 level

Deadline: 12 December 2007

Vacancies: 7

Background:

UNDSS is seeking seven Security Operations Assistants for the Jerusalem Security Coordination Office (JSCO) in Jerusalem.

Duties and Responsibilities:

These positions are located in Jerusalem Security Coordination Office (JSCO) of the United Nations (UN) Security Management System in Jerusalem, serving the United Nations Agencies in Israel, West Bank and Gaza (IWBG). Security Operations Assistants (SOA) typically support the Chief Security Advisor (CSA), Deputy Security Adviser (DSA), Field Security Coordination Officers (FSCO), Local Security Assistants (LSA), and the Senior Security Operations Assistant, but is directly supervised by the Senior Security Operations Assistant.

The Security Operations Assistant represent the CSA in all aspects of the performance of their daily duties.

General Responsibilities:

- Maintain 24-hour radio and telephone communication, with the:
 - UNRWA - WB Radio Room;
 - UNTSO Military Operations Centre;
 - UNRWA – Gaza Radio Room;
 - All Agency/Zone Wardens;
 - Country Offices;
 - Mission HQ.
- Track the movement of all staff who are travelling in Phase 3 / 4 and other high risk areas in IWBG.
- After consultations with the FSCO's update staff about high risk security situations that may develop and areas to be avoided.
- Disseminate security information as directed through the Emergency Communications System (ECS), SMS text Security Alerts, Email and Telephone.
- Receive, log and process all Security Clearances for Internal travel from UN staff members and keep a proper filing system.
- Monitoring open sources and other sources of security related information, support to the CSA/DSA/COO/FSCO and Senior Security Operations Assistant in confirmation of security related incidents.
- Support CSA/DSA/COO in developing and maintaining;
 - The Security Plan for I/WB/G
 - Security Information Cycle
 - Security Operations
 - Preparedness for implementation of the Security Plan
 - Security Training
 - Investigations
 - Serious Incident Reporting System (SIRS)
 - Mandatory UN DSS Returns
 - Integrated Security Clearance & Tracking system (ISECT) I/WB/G
 - UN/IGO/NGO Security Collaboration Plan
 - UNDSS and Security Plan Workflow
 - Security Standard Operating Procedures (SOPs)
- Act as the first point of call for all UN Staff members during emergencies and assist the staff members to ensure their

safety and security. The JSCO is the UN Security Management System's Call Centre. As such the SOA should be able to activate and support the UN security response system, whilst providing emergency support and counselling to the caller.

- Maintaining Security Incidents Database and provide accurate figures, statistics and reports upon request.
- Provide related ECS Voice Procedures Training to UN Staff/Agencies upon request.
- Control entry and ensure security of the JSCO during after hours period.
- Conduct periodic radio checks as necessary.
- Upon assuming duties check that all office machines, air conditioners, lights, etc. in the Radio Room are in working condition.
- Receive, record and appropriately respond to personnel and telephone enquiries and provide information or suggest alternative sources of information.
- Monitor and control the security communication network to ensure security and discipline.
- Report for duty as and when necessary (on call for emergencies) as well as according the schedule of duty.
- Inform the COO/Duty FSCO/Senior Security Operations Assistant of all security related accidents and incidents by the quickest means.
- Log in all accidents and incidents reported during duty period.
- Work under the direct supervision and direction of the Senior Security Operations Assistant.
- Chronologically receive, process, record and pass all UN related information to the appropriate clients through the normal communication channels.
- Register and forward all mail, faxes and messages deposited with you during duty and off hours.
- Notify the COO/Duty FSCO / Senior Security Operations Assistant immediately of any incident/accident reported via communication network.
- Request and accurately identify/verify exact location map grid references of all incidents/accidents and pass the same on to the COO/Duty FSCO / Senior Security Operations Assistant.
- Ensure that you are well orientated on all working maps in the duty room.
- Maintain both electronic and manual log/occurrence book/register.
- Provide necessary assistance to all UN Staff and Staff of other organisations who may need security assistance through radio or telephone channels.
- Brief the incoming Security Operations Assistant of all events, especially pending cases on actions taken and what to expect during hand /take over of duties.
- Perform any other tasks and duties as directed by the supervisor.

Qualifications:

- Completion of secondary or higher studies, supplemented by training in a recognized security unit-police, gendarmerie, armed forces, United Nations security and/or equivalent will be an advantage.
- 3-5 Years of work related to the situation in Palestinian Territories and Israel. Good understanding of the security and general situation in Palestinian Territories and Israel.
- Fluency in English and Arabic both oral & written is required. Knowledge of Hebrew is considered an asset.
- Very good computer skills, full proficiency in using advanced standard computer applications, word processing, graphics, slides preparation, spreadsheets, use of Internet and ability to research and organize data.
- Must hold a valid driving license and able to drive in Jerusalem, Israel, West Bank and Gaza.
- Experience with UN or International Organizations is an asset.

Competencies:

- Demonstrates cultural sensitivity.
- Supports the Organization's corporate goal.
- Complies with UNDP rules, regulations and code of conduct.
- Demonstrates integrity.
- Builds effective client relationships and partnerships.
- Interacts at all levels of staff/organization.
- Excellent interpersonal skills.
- Building and Sharing knowledge
- Provides guidance and support to others.
- Applies existing knowledge to work.
- Makes valuable practice contributions.
- Excellent oral and written skills.
- Listens actively and responds effectively.
- Plans, prioritizes and delivers a variety of tasks on time.
- Exercises sound judgment/analysis.
- Develops creative solutions.

- Promotes learning environment in the office.
- Provides constructive coaching and feedback for others.

To Apply:

Interested candidates should apply by accessing <http://jobs.undp.ps> and completing the on-line application.

Deadline: 12 December 2007

"UNDP/PAPP is an equal opportunity employer: applications from men and women will be considered equally"