

The Iraq Operation of the United Nations High Commissioner for Refugees (UNHCR) in Iraq invites qualified candidates to apply for the following internal and external vacancy:

Functional Title: **Senior Security Assistant - GL5**
Position number: **Temporary Appointment**
Duty Station: **Mosul - Iraq**

Vacancy Tracking No.: **IRQ/MOTA/2019/11**
Date of Issue: **11 July 2019**
Deadline for applications: **24 July 2019**

EXTERNAL VACANCY ANNOUNCEMENT

The incumbent will undertake the following responsibilities under the direct supervision of the Field Safety Adviser in Sub Office Mosul.

ORGANIZATIONAL CONTEXT.

The Senior Security Assistant provides support to activities pertaining to Staff Security. The incumbent is supervised by a Senior Officer (FSA or Head of Office) who provides regular guidance. She/he may be assigned some independent routine tasks while more often follows instructions of the supervisor. The incumbent maintains regular contact on a working level on routine issues with other UNHCR staff, UN agencies, NGOs, implementing partners in the area to facilitate the operation. The duty of the incumbent is to support the management of security issues.

FUNCTIONAL STATEMENT.

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.

Responsibility

- 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.

REQUIRED COMPETENCIES

- Empowering and Building Trust,
- Judgment and Decision Making,
- Analytical Thinking,
- Political Awareness,
- Change Capability and Adaptability.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Completion of secondary education with relevant training and experience in security and safety issues.
- Minimum 6 years (4 with advanced training/certification) of previous job experience relevant to the function.
- In addition to the local UN working language, excellent knowledge of English.
- Fluency in English and working knowledge of another relevant UN language or local language.

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English).



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DESIRABLE QUALIFICATIONS & COMPETENCIES

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

Interested applicants should apply through the provided link <https://www.unhcr.org/iraq-jobs>, attaching the new personal history form with a covering letter in English explaining their interest in the position.

Kindly note that only electronic applications submitted through the website will be considered.

Applicants from Ninewa are strongly encouraged to apply.

Only short-listed applicants will be contacted, and engagement is needed immediately.

UNHCR IRAQ

