

2nd Vacancy Announcement

Vacancy No.	VA-043-2021-FT	Issue Date	03 May 2021
		Deadline	17 May 2021
Post Title	Local Security & Logistics/Administrative Assistant	Type of Contract Level	FTA (G6)
Duration	One year, renewable	Location	UN-HABITAT Iraq Programme Office, Basra, Iraq

Background

The United Nations Human Settlements Programme, UN-Habitat, is the United Nations agency for cities and human settlements. UN-Habitat's humanitarian work is guided by its Strategic Policy on Human Settlements in Crisis and the agency is a member of the Inter-Agency Standing Committee (IASC). At the core of UN-Habitat's work is UN-Habitat People's Process and New Urban Agenda, which places participatory urban analysis, and planning as a central pillar of humanitarian response, recovery and the rehabilitation of fragile cities.

UN-Habitat has been active in Iraq since 1996. After 2003, UN-Habitat was largely engaged in early recovery efforts, particularly supporting internally displaced persons (IDPs) through the provision of shelter and reconstruction solutions. Since then, UN-Habitat Iraq's portfolio has expanded beyond emergency response to include both humanitarian programmes, such as providing IDPs and returnees with shelter and water, sanitation and hygiene infrastructure, and promoting urban recovery of areas affected by conflict, and developmental programmes that delivers technical support to address durable solutions for IDPs and informal settlers as well as essential capacity building for relevant government institutions. UN-Habitat Iraq follows a multi-dimensional and coherent approach in tackling diverse urban issues. These range from emergency response such as providing safe and basic shelter for IDPs and returnees, to projects that aim to build and develop the capacities of local and national governments in planning and managing urbanization, to more theoretical endeavours including research and analysis on the dynamics of urbanization and the impacts of armed conflict.

UN-Habitat is currently seeking to expand its support into southern governorates of Iraq through a number of different initiatives including the setting up of urban observatories in Muthanna governorate, conducting urban upgrading, contributing to the socio-economic development of the Maysan and Eastern Hammar Marshes, and launching post-COVID recovery programmes in Basra.

The successful candidate will be a member of the Operations Team and for responsibilities related to security will report to the Head of UN-Habitat and for operation responsibilities will report to the Programme Management Officer (PMO).

Duties and Responsibilities

Under the direct supervision of the Head of UN-Habitat Iraq Programme, regarding security duties, and the supervision of the Programme Management Officer, regarding Operations duties, the Local Security & Log/Admin Assistant will be involved and responsible of the following duties:

Security key functions:

- Assist in maintaining the Security Plan, including updating staff lists for Basra personnel;
- Administer a pass and ID system for Basra personnel;
- Assist in reporting security accidents and incidents affecting UN staff, offices and assets;

- Organize and delivers training courses on security awareness and preparedness;
- Assist in ensuring Residential Security Measures (RSMs) compliant residences and office safety, and security preparedness;
- Ensure that fire prevention devices and fire-fighting equipment are available on the premises; maintains fire evacuation plan and conducts fire drills and training as necessary.
- Liaise and coordinate, as appropriate, with the host government security organizations and/or personnel, including national and local provincial authorities, military, and police officers, as well as non-governmental organizations and other non-State actors in the area of operation;
- Maintain regular contacts with Security Focal Points of UN agencies, and attend regular and adhoc security meeting at the local level.
- After receiving the proper training, provide support in organizing and conducting training courses on security awareness and preparedness, and providing security orientation to newly assigned staff members.
- Conduct security briefings, as required, particularly for personnel on mission to Basra.
- Establish and maintains warden system and keeps update of information related to UN-Habitat Basra offices and residences;
- Operate UN VHF/ HF networks according to Interagency Telecommunications System through VHF channels and HF base station; update and provide call sign to Basra personnel.
- Under the direct guidance of the supervisor, share information with UN-Habitat personnel and eligible family members that would affect their safety and security and information regarding the actions to take in the event of an emergency, including those identified in the UN-Habitat/UN Security Plans
- Monitor the local security situation through local media and networks providing regular information and updates to the UN-Habitat head of Agency relative to on-going and emerging security issues in the country.
- Conduct threat assessments and site surveys.
- Produce incident-based security and travel advisories.
- Assist in drafts/update ad hoc SRMs as required (when there is an event and required ad hoc SRM), in coordination with local UNDSS.

Travel & Missions key functions

- Support and coordinate UN-Habitat field missions as required.
- Prepare the MSCR (mission security clearance request) to apply for SSI-OPS DSS for red zone missions; prepare and submit the UNDSS TRIP request prior to all missions and coordinate with UNDSS to obtain the approval in a timely manner.
- Ensure all missions are compliant with Security Risk Management Measures.
- Prepare MoPs (Movement of Personnel) for Basra-based staff/consultants travelling on mission/R&R.
- Follow-up with MovCon regarding the flights of Basra-based staff (UN flights and airport pickup); facilitate immigration and customs formalities as required.
- Prepare monthly travel plan by coordinating with all Basra-based personnel.

Logistics & Administration key functions

- Assist coordination with programme/project counterparts and stakeholders.
- Serve as Basra focal point to the UN-Habitat operations team on behalf of the projects.
- Support facilitation of basic administrative processes.
- Oversee driver and proper use of official vehicles through the accurate maintenance of daily vehicle logs, monitor maintenance schedule and arrange for servicing when necessary.
- Assist in administrative arrangement for meetings, workshops, training, conferences, and field visits.
- Assist in translating the official documents as requested and support with interpretation when necessary.

- Support the overall management of the field office and field accommodation for international staff in Basra in relation to office rent payments, contract monitoring, maintenance requirements, ensure regular maintenance of printers, IT equipment, generators, etc., and prepare, submit, and track petty cash requests.
- Assist in preparing inventory sheet for purchased project equipment and record and track delivery of items to Basra field office.
- Track, monitor, and secure money transfers to Basra.
- Maintain financial records, filing, classifying, and archiving all the above related documents.

- Performs other duties as requested by supervisor.

UN CORE VALUES AND COMPETENCIES

Professionalism: Sound analytical and problem solving skills, plus ability to handle a range of equipment used in communication.

Teamwork: Ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Planning & Organizing: Ability to work with minimal supervision, under the pressure of frequent and tight deadlines often in difficult and demanding conditions.

Communication: Excellent communication (spoken and written) skills and demonstrated ability to explain UN security policies and procedures.

Technology Awareness: Proficiency in computer software applications (Word, Excel, access and Power Point), use of office and radio communication equipment.

Client orientation: Professional and courteous attitude and demonstrated ability to work effectively in a stressful environment. Receptive towards client needs. Understands that those provided services are clients and seek to see things from a client perspective. Maintains tact and diplomacy at all times.

QUALIFICATIONS AND EXPERIENCE

Education: Bachelor's Degree in security or administration related field is highly desirable or High School degree with six years of experience can be accepted in lieu of Bachelor's degree.

Work Experience:

- A minimum of three (3) years' experience in administration fields, including a minimum of two (2) years of experience with international humanitarian organizations in areas of high insecurity is required.
- Ability to assess security plans and practices, propose options, and make recommendations for improvement is required.
- Demonstrated abilities in the areas of security and safety is required.
- Demonstrated abilities in overseeing an office and supporting logistics and administration is required.
- Substantial relevant practical experience in security or law enforcement is preferable.

Language: Fluency in oral and written English and Arabic is required.

Other Skills:

- Possession of valid UN Department of Safety and Security Local Security Assistant Certificate (LSA) UNSMS is desirable.
- Solid computers skills (MS Word, Excel, Access and PowerPoint).

- Valid National Driving license with ability to drive 4x4 and manual transmission vehicles is an essential requirement.
- Knowledge of HF and VHF radio operation.
- Ability to travel with little to no advance notice.
- Physical fitness and sound health are essential.

HOW TO APPLY

- Interested candidates should complete the attached United Nations Personal History form (P.11) to the following email address no later than the deadline: jobs@unhabitatiraq.org
- Please indicate the **post name** and **vacancy number** only in the subject filed of your email.

Notes:

- Only short-listed candidates will be notified.
- UN-HABITAT reserves the right to re-classify the post.
- Only Iraqi nationals will be considered for the post in Basra, Iraq.

UN-HABITAT gives paramount consideration in ensuring the highest standards of efficiency, competence and integrity in its recruitment process of personnel. To ensure fairness and transparency, selection of candidate will be made on a competitive basis through a selection panel.

UN-HABITAT does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). UN-HABITAT does not concern itself with information on bank accounts.