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**United Nations Investigative Team to promote accountability for crimes  
committed by Da'esh / ISIL**

**UNITAD**

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**JOB POSTING DETAILS**

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**Posting Title:** Field Security Assistant, GL-6

**Opening Number:** UNITAD-2020-GL-014

**Department/Office:** United Nations Investigative Team to promote  
accountability for crimes committed by Da'esh / ISIL  
(UNITAD)

**Location:** Baghdad

**Type of Contract:** Fixed Term

**Duration of Contract:** 1 Year

**Posting period:** 22 November – 06 December 2020

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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**Special Notice:**

UNITAD invites all interested and qualified candidates to apply for the announced position.

*Important Notice:* Interested candidates should complete the attached United Nations Personal History form (P.11), and forward electronically at the following email address: [UNITAD-Staffing@un.org](mailto:UNITAD-Staffing@un.org). Therefore, *only applications made via the UN P-11 form will be considered, and incomplete P-11s will not be processed. (CVs and other agencies forms will not be considered either)*. Additionally, please do not submit any supporting documents such as diplomas /

educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

Posting Title and Opening number MUST be indicated in the subject of your e-mail application.

Short-listed candidates may be requested to sit for written (and/or technical test) in addition to an interview.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

### **Org. Setting and Reporting:**

This position is located within the United Nations Investigative Team to Promote Accountability for Crimes Committed by Da'esh/ISIL in Iraq and the Levant (UNITAD) and will be based in Baghdad, Iraq.

UNITAD was established by the Secretary-General pursuant to Security Council resolution 2379 (2017), according to which it is mandated to support domestic efforts to hold ISIL (Da'esh) accountable by collecting, preserving and storing evidence in Iraq of acts that may amount to war crimes, crimes against humanity and genocide committed by the terrorist group ISIL (Da'esh) in Iraq.

### **Responsibilities:**

Within limits of delegated authority and depending on location, the Field Security Assistant will carry out the following duties:

- Coordinates the opening, closure, and entry into buildings to ensure the security of the mission premises and issues building passes as appropriate.
- Manages all aspects of the administration and work of security guards and watchmen.
- Ensures that routine patrols and/or sector patrols are conducted to check the security of buildings, personnel, equipment, and adherence to rules and regulations.
- Ensures receipt, recording, and appropriate actions are taken on information received through all communication means.
- Identifies gaps in existing capability and makes recommendations for amendment, where necessary;

- Conducts periodic security surveys of offices and other mission facilities to identify weaknesses and proposes possible solutions.
- Conducts investigations as directed and prepares comprehensive reports and recommendations on accidents and incidents involving UNITAD personnel, installations, and equipment.
- Liaises where necessary with designated host government security, safety, and emergency personnel at the working level to facilitate fact-findings and recommendations.
- Exchanges security-related information with mission components at the working level and UN agencies and UNDSS in the same area to ensure an awareness of the current security issues, as needed.
- Conducts threat assessments and comprehensive site surveys.
- Prepares and provides security briefings, written security advice, and recommendations to the Mission hierarchy.
- Produces incident-based security and travel advisories.
- Prepares quarterly and other routine security reports.
- Contributes to the planning process of protective services for Senior UN Officials, as necessary
- Sets up and manages a warden system according to policy;
- Acts as Duty Officer within the Security Section when required;
- Coordinates issuance of identity cards, background checks, and entry controls, as appropriate;
- Provision of handling witnesses in coordination with the Witness Protection and Support Unit.
- Provide duties as Security Officer and as armed/unarmed SLO.
- Supports and coordinates UNITAD field missions as required.
- Drafts/update ad hoc SRMs as required.
- Performs driver duties to enable the program activities, when required.
- Performs other duties as required.

## **Competencies:**

**Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides

oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

### **Education:**

High school diploma or equivalent.

Training in military or police procedures and practices, and self-defense techniques is required.

Training in martial arts and/or specialized security practices would be an asset. Proficiency in Microsoft Office is desirable.

### **Work Experience:**

At least 7 years of progressively responsible security experience with a local, national or private police, security or fire brigade organization. Working experience in the UN Security Management System policies and procedures is desirable.

### **Languages:**

English and French are the working languages of the United Nations Secretariat. For this post fluency in English and Arabic is required.

### **Assessment Method:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

### **United Nations Considerations:**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

### **No Fee:**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.