

CHIEF SECURITY ADVISER P5 (UN DEPARTMENT OF SAFETY AND SECURITY)

Location :	Multiple Duty Stations
Application Deadline :	13-Jun-14
Type of Contract :	FTA International
Post Level :	P-5
Languages Required :	English

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Background

Successful candidates will be placed on a roster to fill P-5 field vacancies as they arise.

The United Nations Department of Safety and Security (UNDSS) is responsible for providing leadership, operational support and oversight of the United Nations Security Management System (UNSMS) to enable the safest and most efficient conduct of the security programmes and activities of the United Nations System. This position is for multiple duty stations. The selection process will be managed by UNDSS and will include a variety of assessment methods. Successful candidates will be placed on a roster to fill P-5 field vacancies as they arise. Given that UNDP administers UNDSS staff in field locations, the resulting appointments will be offered under UNDP conditions of service. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions and other duty stations in their careers, as per established rules and procedures. UNDSS has a mandatory mobility policy; internationally-recruited staff are expected to rotate to other duty stations every three to four years. The rotation programme is managed centrally by UNDSS.

Duties and Responsibilities

Under the direct supervision of the United Nations Designated Official (DO) for security and the overall guidance and direction from senior managers in the United Nations Department of Safety and Security, the incumbent will serve as the principal security adviser to the DO and to the Security Management Team (SMT) in a country, mission or designated area. He/she will advise the DO and SMT on all aspects of the safety and security of personnel of UNSMS organizations, their eligible family members as well as premises, assets and operations of UNSMS organisations. In particular, he/she will lead and direct security operations with the following duties in the country, mission or designated area under his/her responsibility:

Management of Personnel and Assets – Manages all security personnel under his/her supervision; directs the mission's security sections and units, including executive protection,

investigations and fire safety; manages security-related budgets, resources and assets, and oversees the performance of security contractors, if applicable.

Security Coordination – Establishes, chairs and leads the Security Cell comprising of Security Officers of UNSMS organizations; coordinates safety and security arrangements with representatives of UNSMS organizations; establishes and maintains a liaison mechanism with NGOs under the “Saving Lives Together” framework; develops and maintains contacts with appropriate host country authorities on issues related to the safety and security of UN personnel, assets and operations.

Security Planning – Ensures timely development and review of Security Plans and their integral components, including, but not limited to, contingency and crisis response plans, standard operating procedures, emergency communications, warden systems and staff lists, as per requirements of UNSMS security policies and procedures.

Security Risk Management – Is thoroughly familiar with the Security Risk Management (SRM) system and ensures timely development and review of Security Risk Assessments (SRA), Minimum Operating Security Standards (MOSS) and Minimum Operating Residential Security Standards (MORSS), if applicable, and other relevant requirements of UNSMS security policies and procedures, to enable the continued delivery of UN programmes particularly in crisis situations while ensuring the safety, security and well-being of personnel and the security of United Nations premises and assets.

Security Training – Directs in-country security training programmes, ensuring that all UNSMS personnel and their eligible family members receive required security training and briefings.

Compliance Monitoring – Oversees adherence of all UNSMS personnel and organizations to security policies and procedures, including Security Plan, MOSS and MORSS, promoting understanding and support for security requirements and reporting cases of non-compliance to the DO and SMT; monitors and analyzes trends of security incidents affecting UNSMS personnel and organizations, identifying problems and solutions in a timely fashion.

Security Communications – Ensures that the DO, SMT and UNDSS are kept regularly updated in a timely manner on security developments, providing required briefings and reports; ensures that all UNSMS personnel receive timely security updates, alerts and warnings when the security situation warrants it; shares security information with implementing partners, as appropriate.

Resources for Security – In emergency/crisis situations, is responsible for UNDSS inputs for security resources to Flash Appeals, Consolidated Appeals, Central Emergency Response Fund (CERF) and bilateral donor requests.

Competencies

Professionalism:

- Ability to plan, organize, coordinate and implement security operations in the field,

implement a wide range of UNSMS security management policies and procedures, manage crisis situations and contingencies, produce reports and papers on security issues;

- Understanding of the UN system and its associated organizations, including their mandates, operations and principles;
- Shows pride in work and in achievements;
- Demonstrates professional competence and mastery of security matters;
- 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;
- Demonstrated ability to work in remote locations with limited supervision and meet the highest standards of personal conduct, integrity and ethics;
- 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 and 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 the audience;
- Demonstrates openness in sharing information and keeping people informed;
- Is able to deal effectively with UN Country Teams and with the highest levels of Host Country Government officials and senior officials in the international community.

Teamwork:

- Demonstrates a superior level of inter-personal skills needed to work effectively with a wide range of colleagues to achieve organizational goals;
- Solicits input by genuinely valuing others' ideas and expertise, is willing to learn from others; places team agenda before personal agenda;
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings;
- Has excellent meeting management skills.

Planning and Organizing:

- Develops clear goals that are consistent with agreed strategies;
- Identifies priority activities and assignments, adjusts priorities as required;
- Allocates appropriate amount of time and resources for completing work;
- Foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary;
- Manages time efficiently.

Judgement/ Decision-making:

- Identifies the key issues in a complex situation and comes to the heart of the problem quickly;
- Gathers relevant information before making a decision;
- Considers positive and negative impacts of decisions prior to making them;
- Takes decisions with an eye to the impact on others and on the Organization;
- Proposes a course of action or makes a recommendation based on all available information;
- Checks assumptions against facts;
- Determines that the actions proposed will satisfy the expressed and underlying needs for the decision; is able to make tough decisions when necessary.

Leadership:

- Serves as a role model that other people want to follow;
- Empowers others to translate vision into results;
- Is pro-active in developing strategies to accomplish objectives;
- Establishes and maintains relationships with a broad range of people to understand needs and gain support;
- Anticipates and resolves conflicts by pursuing mutually agreeable solutions;
- Drives for change and improvements;
- Does not accept the status quo;
- Shows the courage to take unpopular stands.

Required Skills and Experience

Education:

- Advanced university degree (Master's degree or equivalent) in risk, disaster or emergency management, social/political science, military science, public administration, law enforcement, law or related area;
- A first-level university degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree;
- Additional training/certification related to security field is desirable.

Work Experience:

- A minimum of ten years of progressively responsible experience in security or risk management, in a government, police, military, public or private sector context. Of these, at least five years must be of command or leadership experience, including contingency planning and crisis management;
- Minimum of four years of experience in the UN Security Management System;
- Experience in the UN peace-keeping operations is considered an asset.

Language Requirements:

- English and French are the working languages of the United Nations. For this position, fluency in English (both oral and written) is required;
- As UNDSS operates in diverse geographic and linguistic areas, a second official United Nations language is highly desirable;
- For some duty stations, fluency in French, Spanish or Arabic may be required.

Application:

All applications must include (as an attachment) the completed UN Personal History form (P-11) which can be downloaded from http://sas.undp.org/documents/p11_personal_history_form.doc.

Kindly note that the system will only allow one attachment. Applications without the completed UN P-11 form, or with a partially completed P-11 form, will be treated as incomplete and will not be considered for further assessment.

Incomplete applications or applications received after the deadline will not be accepted.

[Click here for important information for US Permanent Residents \('Green Card' holders\).](#)

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.