

United Nations Mechanism for International Criminal Tribunals

Security Officer (Sergeant), Security and Safety Section, FS4, – Arusha

DEADLINE FOR APPLICATIONS	:	11 July 2017
DATE OF ISSUANCE	:	12 June 2017
OFFICE	:	Registry/Security Service
JOB OPENING NUMBER	:	17-SEC-RMT-80581-R-Arusha (R)

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

Organisational setting and Reporting:

These positions of Security Sergeant are located in the Mechanism Arusha Branch. Under the overall supervision of the Chief of Safety and Security, MICT Arusha, the Security Sergeant, FS-4, reports to the Deputy Chief for Security MICT Arusha on all security operations and administration as assigned.

Responsibilities:

Under the guidance of the Inspector, the Security Sergeant has the following principal tasks:

The incumbent will provide supervision of work in progress such as; detainee escort and monitoring, court controls, premise access controls, screening, surveillance, incident and emergency response, report writing, communication centre operations, weapons issue and alarm monitoring. Provide constant review and assessment of the security operation to appropriately mitigate risk by taking immediate action if necessary in case of emergency or by providing well thought out and presented suggestions, recommendations to improve current policies and regulations. Inspect and audit staff at work to provide feedback for development and clarity of requirements so the work process is compliant, understood, and accountable. Provides supplementary on-the-job training and instruction to staff under supervision. Co-ordinate daily arrivals/departures of accused, staff, VIPs, witnesses, contractors and visitors to ensure the policies of screening, access, information point and prisoner escort are compliant to policy, procedure and directives. Operator of the Security and Safety Service 24/7 control centre of operations. To provide an hourly scheduling of staff assignments to ensure there is a fit between operational objectives and resource applications to produce economies, efficiencies and effectiveness within rules and procedures. To manage the e-Performance reporting system of officers assigned as first reporting Officer and to appropriately disseminate reliable information to other first reporting officers who may have staff assigned on a temporarily basis. Review, audit and update all documentation of instructions, guidance, directives, orders, records and logs to ensure they are relevant, accessible, accountable and correct. Collect pertinent information to produce a well written and relevant initial incident report required for the Security Investigations Unit. Provide information briefings and inspections prior to the commencement of operations. Ensure accountability, due care, proper use and reporting of malfunctions of all equipment assigned to the operational area of responsibility. Investigating and reporting any cases of loss or breakage. The post is responsible to remain familiarised and qualified in services normally performed by a Sergeant but considered a separate unit (e.g. Investigations, Field Operations, and Training Unit) to act as replacement on an 'as required' basis. Maintain the UNMICT Zone Warden Database and regularly synchronize with HR/DSS • Maintain an updated list of staff members with all relevant information, i.e. staff members, consultants and interns in the duty station, eligible dependents • Ensure all Zone Warden (ZW) posts are filled and receive all necessary training and information/updates regarding their zone • Ensure identification and/or update as necessary, of Tanzania Concentration Points, Assembly Points and communicate all the relevant information to the Chief and Deputy • Ensure the establishment and maintenance of a functioning Emergency Communications System (ECS) • Develop, implement and supervise a radio communication monitoring mechanism and conduct routine radio checks, as appropriate • Ensure radio communication training is provided to drivers, wardens, other staff members and other VHF users as required • Ensure all security and communications equipment is functioning and in good condition • Ensure staff adherence and compliance with various security plans and advisories, such as warden systems, Minimum Operating Security Standards (MOSS), Residential Security Measures (RSM's), etc. • Conduct RSMs security surveys of Mechanism's international staff residences and recommend physical security measures to staff members in accordance with the UNDSS approved RSM • Ensure personnel receive security in-briefings upon arrival, local security training as necessitated by changes in the security environment and are kept informed of matters affecting their security • Perform any other task(s) assigned him/her by the Chief of Deputy Chief of Security.

Core Competencies:

- Professionalism - Full understanding of the functions and organization of the MICT and the Section. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. 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.
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- **Teamwork** – Works collaboratively with colleagues to achieve organisational 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.
- **Planning and Organising** – 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; uses time efficiently.

QUALIFICATIONS

Education:

High school diploma or equivalent technical or vocational certificate

Work Experience:

•A minimum of six years with high school diploma of progressively responsible experience in the military, police or security management is required; of which a minimum two years of experience in security operations centres or similar within a military, police or security organization is required; and At least one year experience and exposure at the international level and in a difficult security environment is required. Candidate must have prior experience with qualification and carry of a pistol. Desirable experience: security planning, security operations, security risk assessment, standard operating procedures, physical security, coordination with local authorities and law enforcement agencies, emergency communication system, crisis management, hostage incident management, security administration, security logistics in a difficult security environment, security staffing in a multicultural environment. Other: UN DSS certification in any of the following is an asset: Security Certification Program, Security Analysis Practice and Process, Hostage Incident Management, Close Protection Officers Course, Security Investigation.

Languages:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Working knowledge of French is desirable. Working knowledge of Kinyarwanda and / or Swahili is also desirable.

Assessment Method:

There may be a technical test and / or a competency-based interview.

Special Notice:

The appointment is limited to the Mechanism for International Criminal Tribunals. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

No Fee:

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

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.

HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <http://careers.un.org>
