

Posting Title : SECURITY OFFICER, FS7
Job Code Title : SECURITY OFFICER
Department/ Office : International Residual Mechanism for Criminal Tribunals
Location : ARUSHA
Posting Period : 24 March 2025-22 April 2025
Job Opening number : 25-SEC-RMT-255528-R-ARUSHA (R)
Staffing Exercise : N/A

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

Org. Setting and Reporting

The post is located in the Security and Safety Section of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Branch. The incumbent will work under the guidance of the Chief Administrative Officer.

Responsibilities

Under the guidance of the CAO, the incumbent has the following principal tasks:

Operations

- Leads and manages the operations of the Mechanism's Security & Safety Section, across both branches.
- Manages the effective provision of security for staff, premises physical security, fire safety, and in Arusha, emergency response and the residential security program.
- Manages the provision of services by non-staff guards.
- Manages investigation and reporting of security-related incidents involving UN property, personnel or their eligible dependents.
- Arranges protection for senior personnel or visiting VIP's as appropriate.
- Supports in-country UNDSS activities as appropriate.

Advice and Coordination

- Advises and briefs on all security-related matters and participates in discussions and development of security policies and procedures.

- Establishes and maintains productive liaison with DSS, other agencies and appropriate national authorities to ensure effective security coordination
- Responsible for warden systems and security awareness programmes.

Planning & training

- Proactively maintains optimum readiness by developing, reviewing, implementing and monitoring organizational security strategy, response, contingency and continuity plans and protocols using standard security risk management techniques.
- In Tanzania, serves as Security Adviser of the Area Security Management Team, contributing to organizing ASMT meetings, as well as the planning, implementation and evaluation of effectiveness of security plans and other aspects of security operations.
- Responsible for implementation of required security training.
- Performs other duties, as assigned.

Competencies

- **Professionalism:** Expert knowledge of general field of security management, combined with a background of a security specialisation, police or military. Demonstrable knowledge of Threat and Risk and related counter-measures – to include threat assessment, risk assessment, risk management, security planning, crisis management and disaster recovery. Technological and Administrative – particularly in relation to emerging technology and techniques in security management, monitoring, systems and equipment. Good technical and administrative skills to be able to liaise effectively with various other specialist departments such as ITSS, Facilities Management, Procurement, Finance, Budget and HRS. 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.
- **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.
- **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 organisational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for her/his own shortcomings and those of the work unit, where applicable.

- Leadership – Serves as a role model that other people want to follow. Empowers others to translate vision into results. Is proactive 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 improvement; does not accept the status quo. Shows the courage to take unpopular stands.

Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- 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 Organisation. 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. Makes tough decisions when necessary.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

A technical certificate or equivalent in security management, investigations, police or military or related areas is required. Please attach a related diploma or certificate.

UNDSS certification in Field Security Training, Hostage Incident Management (HIM) or Physical Security Training is desirable.

UN Secretariat/OIOS certificate in Investigation is desirable.

Work Experience

A minimum of twelve (12) years of progressively responsible experience in security management, investigations, police or military is required. The minimum years of relevant experience is reduced to seven (7) years for candidates who possess a first-level university degree.

At least two (2) years of international exposure in a management function in the United

Nations or other international organization is required.

At least five (5) years of working experience in security planning, operations, risk assessment, investigations, physical security, crisis management, hostage incident management, administration, logistics or court security are desirable.

Working experience at International criminal courts, tribunals or investigative bodies/commissions is desirable.

Languages

English and French are the working languages of the Mechanism. For the post advertised, fluency in English is required.

NOTE: "Fluency" equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in two of the four areas

Assessment

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

Special Notice

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.

Candidates are not required to possess all skills listed in the Tors. Candidates are encouraged to apply if they have any combination of these skills and experiences.

The appointment is limited to the International Residual Mechanism for Criminal Tribunals for one (1) year period. *Appointment of the successful candidate to this position will be subject to budgetary approval. 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.

The United Nations is committed to creating a diverse and inclusive environment of mutual

respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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.