United Nations International Residual Mechanism for Criminal Tribunals

Security Officer (Security Technician), FS-4

Appointment of the successful candidate to this position will be subject to budgetary approval.

DEADLINE FOR APPLICATIONS	:	**09 March 2019**
DATE OF ISSUANCE	:	**08 February 2019**
OFFICE	:	**Registry, Security & Safety Service**
LOCATION	:	**Arusha**
JOB OPENING NUMBER	:	**19-SEC-RMT-111416-R-ARUSHA (R)**

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

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Organizational setting and Reporting:

The post is located in the Registry, Security & Safety Section of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Branch. The incumbent will work under the overall supervision of the Chief of Security and Safety Service, Arusha, the Security Officer, FS-4, reports to the Logistics Lieutenant for Security on all security Operations and administration as assigned.

Responsibilities:

- 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. 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.

- <u>CCTV Systems:</u> Select equipment and efficiently carry out configuration of Closed Circuit Television (CCTV) System in Arusha, UNDF and/or Kigali-Rwanda. Identification, recommendation of essential spare parts and accessories required for the operation and maintenance of the CCTV at HQ and UNDF. Isolate and archive recorded incidents from the Digital Video recorders for future investigations both at HQ and UNDF. Technically respond to the changing operational requirement in the CCTV Control Centre, Manned Vehicular and pedestrian Access areas, Classified VIP Office Areas, Detainee Escort routes, test and document all cameras, Electronic doors card readers installed. <u>Access Control Systems:</u> Proximity Access Control (PAC), select equipment and efficiently carry out configuration of Access Control System in Arusha, and/or Kigali-Rwanda. Troubleshoots and replace faulty Cameras, Monitors, Digital Video Recorders (DVRs), Multifunctional Keyboards, Cisco analog to digital encoders. Perform upgrades, curative and preventive maintenance of CCTV system at HQ and UNDF. Tracking on time sheets, service/installation sheets and inventory of all CCTV at HQ and UNDF. Receiving and inspection reports for the CCTV equipment for R&I section. Troubleshoots and repairs Access controllers, Electric Locks, Card readers, Cisco analog to digital encoders. Perform upgrades, curative and preventive maintenance of Access Control system. <u>Pass & ID systems:</u> Issuance of ID renewals and new Photo ID Access cards for staff members, Interns, contractors, cleaners, Journalist, Visitors with the required Access groups within the premises. Prepare Monthly Statistics for Photo ID Access cards. Perform corrective maintenance of Pass and ID equipment i.e. Margi card printers, Photo capture Cameras. Keep inventory of Pass and ID consumable materials i.e. Self-adhesive, Non proximity, Proximity cards, Printing Ribbons. Isolate attendance/Access records from time to time as required by chiefs of sections. Develop user technical knowledge and impart same, as appropriate to security officers who operate the x ray, walkthrough metal detectors at the screening areas on IRMCT entrance points. Perform receiving and inspection reports for the Access control equipment for R&I section.
- Performs other duties as required.

Core 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.

- **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 his/her own shortcomings and those of the work unit, where applicable.

- **Technological Awareness** – Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

QUALIFICATIONS

Education:
High school, technical school or equivalent diploma; training certificates in information technologies (or other related fields), e.g. risk, disaster or business continuity planning, intrusion detection, vulnerability scanning, computer incident handling, penetration testing, WAN, operating systems, enterprise applications, Windows Office applications, client/server and troubleshooting hardware & software, are an asset. Working knowledge of ISO 27001/CobiT or equivalent standard, current Operating System technologies, HTML, current enterprise DBs (ie SQL Server), current IT communication applications (Notes, Exchange, etc.) is required. A recognized Information Security certification at DOD 8570.1 Technical Level II or equivalent is highly desirable (i.e. CISSP, SANS certification, CISM).

Work Experience:
A minimum of six (6) 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 security environment is required. 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.

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 competency-based interview.

Special Notice:
The appointment is limited to the International Residual Mechanism for 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.

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.

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
Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject

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to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

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 https://careers.un.org