

United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening (Duration until 31 December 2021 with a possibility of extension)

Security Supervisor, FS-5

DEADLINE FOR APPLICATIONS	:	06 September 2021
DATE OF ISSUANCE	:	30 August 2021
OFFICE	:	Registry/Security and Safety Service
LOCATION	:	Arusha
JOB OPENING NUMBER	:	2021/TJO/IRMCT/SSS/216-FS

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

Organizational setting and Reporting:

Under the overall supervision of the Chief, Security and Safety Service, IRMCT Arusha, the Supervisor, FS-5, reports to the Deputy Chief for Security IRMCT Arusha on all security operations and administration as assigned.

Responsibilities:

Under the guidance of the Deputy Chief, the Security Supervisor has the following principal tasks:

- The incumbent manages the security responsibilities under his command;
- Issues assignment and operational orders ensuring that all section members have a clear understanding of their responsibilities.
- Instructs and directs supervisory staff in their duties and responsibilities.
- Carries out routine inspections and patrols to monitor performance of officers under command and to inspect uniforms, equipment and general appearance of subordinates.
- Reviews security arrangements and staffing resources on a continuous basis, makes recommendations for improvements in the procedures and more effective deployment of staff.
- Acts as security liaison with other departments, addresses issues of operational security to ensure an effective and efficient daily operation.
- Other ad-hoc duties as requested.
- To manage the ePerformance reporting system of officers assigned as first and second 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.
- The post is responsible to remain familiarized and qualified in services to act in in a separate unit (e.g. Investigations, Field Operations, and Training Unit) on an 'as required' basis.

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.
 - **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 the audience. Demonstrates openness in sharing information and keeping people informed.
 - **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.
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- **Respect for Diversity** – Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Does not discriminate against any individual or group.

QUALIFICATIONS

Education:

High school diploma or equivalent technical or vocational certificate.

Experience:

A minimum of eight 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, UN or International court security operation.

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.

Language:

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.

HOW TO APPLY:

- 1) Staff at the FS-4 and FS-5 level are eligible to apply. Applications from GS staff will be considered as external.
- 2) Interested staff members must complete a UN Personal History Profile (PHP) form obtainable via Inspira personal accounts or the IRMCT website and submit together with a cover letter. Please submit all documents including the last two e-PAS/e-Performance appraisal to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line.
- 3) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a staff member for the position. Please note, only short listed candidate(s) will be informed of the outcome

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website (www.irmct.org) or from your personal Inspira account and forward electronically to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line. Please note, CVs cannot be accepted.
- 2) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a staff member for the position.
- 3) Please note that only candidates under serious consideration will be notified of the final decision.

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.

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.

The appointment is limited to the IRMCT. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. IRMCT is a smoke free environment.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.