

# United Nations International Residual Mechanism for Criminal Tribunals

Security Officer (Technician, Procurement and Logistics), FS-4

DEADLINE FOR APPLICATIONS	:	27 February 2024
DATE OF ISSUANCE	:	29 January 2024
OFFICE	:	Registry/Security and Safety Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	24-SEC-RMT-226753-R-ARUSHA (R)

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

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## Organizational setting and Reporting:

This position is located in the International Residual Mechanism for Criminal Tribunals, Arusha Branch.

Under the overall supervision of the Chief of Safety and Security, IRMCT Arusha, the Security Officer, FS-4, reports to the Inspector Premises for Security IRMCT Arusha on all security operations and administration as assigned.

## Responsibilities:

The incumbent will perform the following:

- Provide constant review and assessment of the security access control system and Pass & ID and provide well thought suggestions, recommendations to improve the current system. Provides access control and Pass and ID supplementary on-the-job training and instruction to SSS IRMCT Arusha staff members.
- Prepare 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.
- **CCTV Systems:** 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. Access Control Systems: 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. Pass & ID systems: 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 UN-MICT entrance points. Perform receiving and inspection reports for the Access control, Pass and ID equipment for R&I SSS IRMCT Arusha.
- SSS IRMCT Arusha/Kigali Procurement/Logistic Focal Point, attend to all the SSS IRMCT Arusha/Kigali procurement and logistics tasks, maintain close liaison with the IRMCT Procurement Office to ensure the smooth process of all the SSS IRMCT Arusha/Kigali procurement activities.
- Any other task delegated by the Chief of Security SSS IRMCT Arusha.

## 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. Demonstrates 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.
  - **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
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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.

- **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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## QUALIFICATIONS

**Education:** High school diploma or equivalent technical or vocational certificate is required.

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 desirable.

**Experience:** A minimum of (6) six years with high school diploma of progressively responsible experience in the military, police or reputable security organization physical security digital incorporation setup is required; of which a minimum two years of experience in security operations centres or similar within a military, police or reputable security organization is desirable.

Working experience of ISO 27001/CobiT or equivalent standard, current Operating System technologies, HTML, current enterprise DBs (i.e., SQL Server), current IT communication applications (Notes, Exchange, etc.) is desirable.

Candidate experience with use of firearm (pistol) is desirable.

Experience in United Nations or similar international organizations procurement procedures such as raising of shopping cart, preparation of scope of work, participation in the tender process such as inspection of tender proposals etc. is desirable.

Working experience in the United Nations Criminal Tribunals/Investigations setup is desirable.

A recognized Information Security certification at DOD 8570.1 Technical Level II or equivalent is desirable (i.e., CISSP, SANS certification, CISM). Cisco certified (i.e., CCNA, CCNP)

United Nations Department for Safety and Security (UNDSS) or similar organizations certification such as Security Certification Program, Security Analysis Practice and Process, Hostage Incident Management, Close Protection Officers Course, Security Investigation is desirable.

**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 or Swahili is desirable.

### **Assessment Method:**

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

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### **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 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.

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.

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**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.

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## 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.

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.

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