United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING (Duration until 30 September 2024)

Security Officer, FS-4

DEADLINE FOR APPLICATIONS: 27 February 2024
DATE OF ISSUANCE: 21 February 2024
OFFICE: Registry, Security and Safety Section
LOCATION: Kigali
JOB OPENING NUMBER: 24-SEC-RMT-228863-J-KIGALI (R)

Organizational setting and Reporting:
The post is located in the Registry, Security & Safety Section of the International Residual Mechanism for Criminal Tribunals (IRMCT), Kigali Field Office, Rwanda. The incumbent will report to the Chief/Deputy Chief of Security.

Responsibilities:
• 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.
• Provide supplementary on-the-job training and instruction to staff and private security personnel contracted to the Mechanism 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.
• 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.
• 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: 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. 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.
• 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.
• 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.
Education:
High school diploma or equivalent technical or vocational certificate.

UNDSS certification in any of the following areas Firearms Training Officer, Security Certification Program, Security Analysis Practice and Process, Close Protection Officers Course, and Security Investigation are desirable.

Work Experience:
A minimum of (6) six years with a high school diploma of progressively responsible experience in the military, police or security management, including a minimum of 2 years of experience in security operations centers or similar within a military, police or security organization is required.

At least one (1) year experience and exposure at the international level and in a difficult security environment is required.

Qualification to carry of a pistol is required.

Experience in compiling security planning, security operations, security risk assessment, standard operating procedures, physical security, coordination with local authorities and law enforcement agencies are desirable.

Experience in working with emergency communication system, crisis management, hostage incident management situation, security administration, security logistics in a difficult security environment, security staffing in a multicultural environment are desirable.

Experience in fire safety, firefighting or fire safety/fighting trainings in any international institutions or military/police organizations is required.

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 is desirable.

Assessment Method:
Candidates will be assessed by a comparative matrix.

Special Notice:
This position is temporarily available until 30 September 2024. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.

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.

While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.

This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15.

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. 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.

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.

Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.
Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

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
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.

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