

United Nations International Residual Mechanism for Criminal Tribunals

Security Officer (Pass & ID desk), G-4

DEADLINE FOR APPLICATIONS	:	24 May 2023
DATE OF ISSUANCE	:	24 April 2023
OFFICE	:	Registry, Security & Safety Section
LOCATION	:	Arusha
VACANCY ANNOUNCEMENT	:	23-SEC-RMT-207289-R-ARUSHA (R)

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

Organizational setting and Reporting:

This position is located in the Security & Safety Section of the Registry of the International Residual Mechanism for Criminal Tribunals, Arusha Branch, under the supervision of the Chief of Security.

Responsibilities:

The incumbent will provide security of the IRMCT mission such as: prisoner escort and monitoring, court controls, premise access controls, screening, surveillance, incident and emergency response, report writing, control centre operations, key, weapons and communications issues, alarm monitoring, and use of confidential information which usually involves a span of control from 3 to 12 staff (e.g., court or a premise). To act as an operational supervisor for a team (shift) of up to 12 G4 officers covering building or court security duties. This requires the 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. Issue and renew ID cards for all personnel and dependents and other stakeholders. Produce Firearm Authorization Cards for SSS IRMCT personnel. To provide armed close protection of IRMCT VIPs during official missions or VIPs and dignitaries from external agencies visiting the IRMCT. To ensure accountability, due care, proper use and reporting of malfunctions of all equipment assigned to the operational area of responsibility. Reporting any cases of loss or breakage. Schedule periodic servicing of the equipment and printers. Conduct periodic inventory of the stocks of blank ID cards, ribbons for the printers, stationary and other consumables. Schedule periodic servicing of the equipment and printers. Conduct periodic inventory of the stocks of blank ID cards, ribbons for the printers, stationary and other consumables. Those assigned to specialized cover roles to include, Training, Fire & Safety and Pass & ID will be responsible for their area of specialization at the G4 level.

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.
- **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 diploma or equivalent.

Experience: Minimum 3 years related Police/Military/Security experience is required.

Previous work experience on digital Pass and ID access integrated system is required.

Proof of firearms (pistol) qualification is required.

A valid driver's license is required.

Proof of completion of UNDSS Induction Certification Training and the latest UNDSS weapons certification is required for serving UN security staff.

United Nations International Residual Mechanism for Criminal Tribunals

A current certification in control centre operations (CCTV, 24-hour communications and alarm centre) is desirable.

Relevant skills and experiences in computer database with integrated capabilities linking with other security applications are desirable.

Language: English and French are the working languages of the IRMCT. For the post advertised, fluency in oral and written English is required. Working knowledge of French is an asset.

Assessment Method:

There may be an assessment exercise for qualified candidates followed by a competency-based interview. Candidates may have to go through an administered technical assessment in order to assess and gauge the technical skill level in relation to Pass & ID system.

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.

Note:

This position requires staff members with computer technical skills, particularly on identity programme database, therefore interested staff members may have to go through an internal administered technical assessment test in order to assess the technical skill level in relation to Pass & ID system.

All staff in the General Service and related categories shall be locally recruited. Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions. Evidence of passing the ASAT/GGST is encouraged in order to assess the need for testing.

The appointment of the successful candidate will be on a local basis.

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.

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.

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

United Nations International Residual Mechanism for Criminal Tribunals

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.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side 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>
