

Posting Title : Security Officer
Department/ Office : International Residual Mechanism for Criminal Tribunals
Location : Arusha, Tanzania
Posting Period : 11 April 2025 - 17 April 2025
Job Opening number : 25-International Residual Mechanism for Criminal Tribunals-
256539-Individual Contractor

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

Duties and Responsibilities

The Individual Contractor (IC) position is located in the Registry, Security and Safety Section of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha branch.

The incumbent will work under the general supervision of the Chief of Security. IC Security Officer reports to the Security Lieutenant and relates to them on the daily operations, Administration and execution of their responsibilities at the Arusha duty station in the following areas:

1. Perform access control duty such as vehicle screening, pedestrian screening and screening of items entering the IRMCT Arusha compound at the main access control and preventing unauthorized access to the premises and restricted areas.
2. Ensure all security duties and assignments are conducted in strict adherence to United Nations Safety and Security Policies and Standard Operating Procedures (SOPs) within the SSS IRMCT Arusha Premises Security Team.
3. Perform assigned responsibilities at the SSS IRMCT Arusha SOC, including CCTV monitoring as required.
4. Conduct regular patrols of IRMCT Arusha offices and building sites, ensuring all areas are secure. Report any defective security equipment, installations, or safety and security violations promptly.
5. Enforce prescribed access control measures to ensure only authorized personnel access the IRMCT Arusha Premises.
6. Perform court security duties and coordinate with local police and immigration officials as assigned.
7. Remain vigilant for potential security breaches, disturbances, or unusual activities. Respond swiftly to incidents and emergencies in accordance with SOPs, applicable policies, and security plans, reporting any fire hazards, alarms, or suspicious circumstances immediately.
8. Verify the authorization and documentation of personnel removing any UN official equipment, items, or supplies from the IRMCT Arusha compound.
9. Perform driving duties as assigned.

Work Location

Arusha, Tanzania

Expected duration

6 months with a possibility of extension starting in May 2025

Result of Service

IC Security Officer will be expected to perform physical security and safety service activities during the duration of his/her contract and will be monitored by the SSS IRMCT Arusha Supervisor. The Supervisor will provide monthly performance report reflecting the Security Officer's performance during the period. The Security Officer is expected to meet his/her performance goals during the period.

Qualifications/special skills

High school diploma or equivalent is required.

A minimum of three (3) years of experience in a security-related field is required.

A minimum of three (3) years of experience in UN International Tribunals security and safety duties is required.

Supplemental security management or related training is desirable.

Computer skills (MS Office) are desirable.

Language

English and French are the working languages of the United Nations Secretariat. Fluency in English is required. Knowledge of an additional official UN language is desirable.

Additional Information

The IC will be paid monthly at a daily rate equivalent to TZS 281,663.00 for Arusha, Tanzania.

United Nations Considerations

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.

As per UN policy, Consultants and Individual Contractors may not apply for or be appointed to any position in the Professional or above categories and for positions at the FS-6 and FS-7 levels in the Field Service category within six months of the end of their current or most recent service. This restriction does not apply to associate experts (Junior Professional Officers) appointed under the Staff Rules.

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.