

Posting Title : INDIVIDUAL CONTRACTOR - SECURITY OFFICER  
Department/ Office : International Residual Mechanism for Criminal Tribunals  
Location : Arusha  
Posting Period : 27 September 2024 - 3 October 2024  
Job Opening number : 24-International Residual Mechanism for Criminal Tribunals-  
244481-Individual Contractor

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

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### **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 Security duties and assignments in the IRMCT Arusha SSS Premises Security teams to ensure full compliance with United Nations Security and Safety policies and SOPs.
2. Perform duties that are focused on the provision of Safety and Security to UN Staff, Delegates, Visitors, and all other users of the IRMCT Arusha Premises.
3. Prevent entry of an unauthorized persons into the Premises and restricted areas.
4. Perform duties at the IRMCT Arusha Security Operations Centre.
5. Conduct regular inspection of IRMCT Offices/building sites and ensure all offices are well secured. Report defective security installations and security equipment, and all security and safety violations to the Supervisor.
6. Ensure that prescribed access control measures are adhered to by all users of the IRMCT Premises.
7. Conduct patrols of the area of responsibility, recording and reporting any safety and security violations or observations.
8. Maintain alertness for any potential or actual breaches of security, disturbances, or unusual activities related to safety and security, and reporting these immediately.
9. Ensure that all personnel have authorization and proper documentation when removing any United Nations Official Equipment, items/supplies out of the IRMCT compound.
10. Respond effectively and efficiently to security and safety incidents and emergencies in accordance with the SOPs, applicable policies, and security plans.
11. Report fire and safety hazards, fire alarms as well as any suspicious or unusual circumstances and initiate appropriate action.
12. Perform driving duties when required.

**Work Location**

Arusha, Tanzania

**Expected duration**

3 Months

**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.

Supplemental security management or related training is desirable. Computer skills (MS Office) are desirable.

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

**Language**

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

**Additional Information**

Fee for Service: The IC will be paid monthly at a daily rate equivalent to the GS4 salary grade 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.