

UNITED NATIONS CHILDREN'S FUND
ETHIOPIA COUNTRY OFFICE
VACANCY NOTICE No. ECO/VN-50/2010

POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
SECURITY OFFICER (ETH10024)	NOA	Addis Ababa	Fixed-Term (FT)	5 August 2010

The United Nations Children's Fund (UNICEF), the world's leading organization working for the rights of children, is inviting applications for this position.

PURPOSE OF THE POST

Under the close supervision of the Chief of Operations, contributes to programme planning, administration, implementation, monitoring and the evaluation of programme/project activities, including teamwork and capacity building.

MAJOR DUTIES AND RESPONSIBILITIES OF THIS POST INCLUDE:

- ✓ Assist the Chief of Operations in the execution of responsibilities with regard to the security and safety of all UNICEF staff members and their eligible family members and property and the safety of all UN premises and goods;
- ✓ Liaise closely on security matters with UNDSS and all other offices of the UN system at the duty station to ensure the best possible co-ordination;
- ✓ Ensure the effective operations of all Security Guards contracted by UNICEF, by planning, supervising and providing training on UN Security Procedures;
- ✓ Develop good contacts with the national law enforcement agencies with a view to obtaining rapid intervention and the most possible protection for UN staff members and their family members and property;
- ✓ Ensure that regular radio checks are regularly conducted in relevant duty stations;
- ✓ Identify and report immediately to the Representative and the Chief of Operations potential security hazards and all security incidents concerning UNICEF staff;
- ✓ Train UNICEF staff to increase security awareness;
- ✓ Perform MOSS/MURSS security assessment, both routine and those required to ensure that it is safe for UNICEF staff and UNVs to enter/return to a location;
- ✓ Coordinate with UNDSS the provision of security briefing for all newly-arrived UNICEF staff members and provide them the local security guidelines and the Security in the field Handbook.
- ✓ Maintain up to date the detailed map of zone warden areas with the exact place of all UNICEF staffs residences and all UNICEF offices, warehouses and premises.
- ✓ Conduct regular appropriate exercises (e.g., fire drills, and communications tests) to ensure staff preparedness for other emergencies (e.g. earthquake).

MINIMUM REQUIREMENTS:

Educational requirements: University degree in Public Administration, Military Science Studies, logistics or related technical field.

Work Experience: One year professional work experience in police work at senior level or Military (combat arms and reconnaissance skills project administration, including data collection and analysis); basic paramedic training/skills is advantageous

Language requirement: Fluency in English and in the local working language of the duty station required.

Nationality: Candidates should be nationals of Ethiopia.

Competencies: Commitment, Diversity and Inclusion, Integrity, Communication, Working with people, Drive for Results, Functional Competencies: Formulating Strategies and Concepts, Analyzing, Applying Technical Expertise Learning and Researching , Planning and Organizing, Technical Knowledge.

Applications should include a motivation letter along with an updated CV and the UN Personal History Form (available at our Web site at www.unicef.org/employ). UNICEF and UN candidates should also include two recent Performance Evaluation Reports. Please send your application to:

hraddisababa@unicef.org or mail/deliver it to:

UNICEF Ethiopia
Opposite ECA Compound
Adjacent to German House
P. O. Box 1169, Addis Ababa, Ethiopia

Quoting Job Title, Duty Station and Ref. ECO/VN –50/2010. Only shortlisted candidates will be contacted.

UNICEF is a smoke-free environment. Applications from qualified women are encouraged.