



**DISCLAIMER:** The screening of your application will be conducted based on the information in [your profile](#). Before applying, we strongly suggest that you review your profile to ensure completeness, especially the education and experience sections.

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

#### Details

<b>Vacancy code</b>	VA/2013/B5406/2519
<b>Position title</b>	Local Field Safety and Security Officer
<b>Level</b>	ICS-8
<b>Department/office</b>	LCO, Haiti
<b>Duty station</b>	Port-au-Prince, Haiti
<b>Contract type</b>	Local ICA Specialist
<b>Contract level</b>	LICA Specialist-5
<b>Duration</b>	6 months with possibility of extension
<b>Application period</b>	17-Jun-2013 to 26-Jun-2013

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

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#### Background Information - UNOPS

"UNOPS plays a critical role in providing management services for our life-saving, peacebuilding, humanitarian and development operations. I have seen many examples of how these activities help suffering people in troubled parts of the world."

*-Ban Ki-moon, United Nations Secretary-General*

UNOPS mission is to expand the capacity of the UN system and its partners to implement peacebuilding, humanitarian and development operations that matter for people in need.

Working in some of the world's most challenging environments, UNOPS vision is to always satisfy partners with management services that meet world-class standards of quality, speed and cost effectiveness.

By assisting UN organizations, international financial institutions, governments and other development partners, UNOPS makes significant, tangible contributions to results on the ground.

UNOPS employs more than 6000 personnel and on behalf of its partners creates thousands more work opportunities in local communities. With its headquarters in Copenhagen, Denmark, a network of five regional offices and a further 20 operations and project centres, UNOPS oversees activities in more than 80 countries.

UNOPS is committed to achieving a truly diverse workforce.

#### Background Information -Haiti

Haiti

The UNOPS Haiti office supports international partners and the Haitian Government in their work to improve lives following the 2010 earthquake. UNOPS project managers and their local employees are helping to check the safety of damaged

houses, build transitional shelters for homeless families, provide cleaner toilets for those living in camps, clear canals of debris to prevent floods, repair roads, and construct maternity centres and schools.

### **Background Information - Job-specific**

The United Nations Office for Project Services (UNOPS) is the largest service provider in the United Nations system, working on behalf of UN departments, IFIs and Governments.

UNOPS has over the years developed a wide range of services able to provide rapid response in complex emergencies. These include initial humanitarian assistance together with complex logistics and procurement, applied baselines surveys and multi-sectoral assessments, as well as emergency preliminary assessments for the design of physical infrastructures for long-term reconstruction or recovery.

UNOPS Haiti Operations Centre has been working in Haiti for over 8 years providing project management, procurement and logistics services for the Haitian Government, other UN agencies and international organizations in communication, governance and engineering expertise.

In view of the need to improve overall security management and to consistently address the 24/7 security workload while supporting all program managers in all HTOC operational areas island-wide, and to build local capacity, the HTOC Director and Representative has proposed that a Local Field Safety and Security Officer be hired to support in the coordination of all relevant security issues and to maximize the benefits of security collaboration between the UN Agencies, UNDSS, INGOs, Government and other key stakeholders.

Located at UNOPS Port-au-Prince Office, the LFSSO is an integral part of the two-man UNOPS security Team covering all Haiti and HTOC.

The LFSSO provides support to the HTOC Director and Representative with the clear objectives to further self-develop as independent security advisor and specialist for UNOPS/HTOC through a capacity building approach.

The LFSSO reports to the UNOPS HTOC Director and Representative and is accountable to this person. He/she must be sufficiently knowledgeable in the administration and management of a security program in order to replace the FSA during his/her absence, regardless of the duration of the absence.

In the event that the position of the UNOPS FSA (who is normally an International Contractor) is not filled, the UNOPS LFSSO will be the designated UNOPSSecurity Advisor. He/she becomes the principal security advisor to the HTOC Director and Representative with daily reporting to the Head of Support Services. This, by no means, prevents the LFSSO from briefing the HTOC Director and Representative on any specific safety and security matter regarding all HTOC UNOPS staff members.

The LFSSO will represent UNOPS at the MINUSTAH/ UNDSS Security Cell Meetings. However, participation to the SMT Security Cell is reserved to the HTOC Director and Representative or his/her replacement during his absence. The LFSSO will need to maintain and close working relationship with the HTOC Director and Representative and Head of Support Services in order to be aware of all security issues affecting the UN Mission in Haiti.

### **Functional Responsibilities**

The aim of these terms of references is to provide a descriptive account of the duties and responsibilities of the UNOPS LFSSO position. As part of UNOPS' work objective to build capacity with National Haitian Staff, the LFSSO position should be seen as an understudy to the UNOPS FSA position. The LFSSO must be able to replace the UNOPS FSA at any given time, irrespective of the time of day or period of the year.

The following includes a concise and detailed description of activities, tasks and responsibilities to be undertaken, including expected travel to all UNOPS Project Sites as applicable.

- Manage and administer the HTOC Security Program;
- Serve as an advisor to the HTOC Director and Representative regarding all Haitian national, regional and local security issues, including crime trends, criminality, dealing with HNP officers and other international and/or security and enforcement organizations;
- Manage and administer all UNOPS Security Guards under contract throughout Haiti;
- Responsible for the day-to-day supervision of the assigned security guards throughout Haiti;

- Prepare UNOPS Security Guard Post Orders and provide updates as required, including an aide memoire to be provided to all security guards, regardless of the position and location;
- Liaise, coordinate and advise all UNOPS Project Managers regarding all security requirements in support of HTOC projects;
- Conduct of pre-security inspections and/or Security Risk Assessments (SRA) at all UNOPS project sites and establish/maintain appropriate security logs/registers for reporting purposes (paper and electronic copies);
- Assess the security situation at all UNOPS Project Sites/Duty Stations and report/advise as appropriate;
- Maintain and operate security vehicle and emergency equipment and complete all administrative logs commensurate with appropriate UNOPS/HTOC administrative instructions and other Standard Operating Procedures (SOP) as required;
- Maintain and operate security vehicle' communication systems;
- Maintain a working and efficient filing system for the Security Office;
- Conduct investigations and write incident report, motor vehicle incident and/or motor vehicle accident reports and perform all normal staffing and administrative actions associated with their review, dissemination and tracking of all reports;
- Monitor the status and/or implement and maintain compliance of Minimum Operational Security Standards (MOSS) and Minimum Operational Residence Security Standard (MORSS) when required;
- Provide UNOPS staff with the security information flow (SMA, e-mails etc.) via UNOPS national/international Security Emergency Notification System and Warden System.
- Prepare the monthly FSA Briefing Report to the HTOC Director and Representative;
- Notify the UNOPS HTOC Director and Representative and designated Senior Management Officials of any emergency/security incident(s);
- Support training courses and security issues/awareness and preparedness;
- Identify and document all new security requirements;
- Brief UNOPS staff members regarding the precautions, mitigating measures ( if required) that need to be taken in order to comply with the mission security guidelines, orders and operating procedures;
- Provide all new National and Internationally appointed UNOPS staff members with the country specific security briefing; and
- Be available on a 24/7 basis in order to assist all UNOPS Staff and other Mission Security Officials in support of security requirements.

#### **UNOPS Security files. Records and database**

- Establishing, maintaining and updating a database/filing system of all relevant security information and list (I.e. Security clearances, staff list, staff tracking, security inventory, security plans, protocols, SOPs, accident/incident reports, etc.)
- Establish and maintain personnel emergency contact numbers and emergency recall procedures in a timely and effective manner, commensurate with the HTOC Business Continuity Planning (BCP) Program;
- Administer all security reports to the UNOPS HTOC Director and Representative;
- Send daily and other routine and incident reports as per prescribed working procedures to DSS in Port-au-Prince and UNOPS CSA/HQ;
- Maintain the Daily Occurrence Register and capture all events and incidents reported to the Security Office;
- Make substance safety and security recommendations in line with UN and industry best practice enabling project implementation with compromising personnel safety and security;
- Will act as the Single Agency Security Officer and therefore operate within the framework of the UN Security Management System and coordinate directly all local security requirements with the local UNDSS/MINUSTAH Security Offices respectively;
- Coordinate all aspects of convoy procedures and medical evacuations across the country;
- Establish, manage and maintain warden systems for both international and national staff;
- Assume leadership in case of evacuation of personnel which is declared by activating and managing the UNDSS/UNOPS evacuation and extrications policies ensuring a smooth and efficient evacuation of UNOPS staff members as required;
- Report all cases of incidents where personnel have been victimized to the HTOC Director and Representative, Head of Support, MINUSTAH SOC, UNDSS and UNOPS Chief of Security (Copenhagen); and
- Any other task as assigned either by the HTOC Director and Representative, the Head of Support Services.

#### **Competencies**

- Maintain and upgrade his/her security skills and training;
- Certification in Medical Trauma support or 1st aid as a minimum;
- Good knowledge of computer skills, especially in MS Office tools;

- Ability to communicate, orally and in writing in French, English, and Creole is required;
- Demonstrate very good report writing skills in English, French and Creole is required;
- Ability to translate documents and administrative documents in all three languages;
- Discretion, honesty and integrity;
- Ability to demonstrate leadership in a highly paced operational environment and the ability to deal with multiple competing priorities;
- Ability to assign and/or meet deadlines;
- Exercise and demonstrate sound judgment without being influenced by others; and
- Initiative and ability to work with little or no supervisor.

### **Education/Experience/Language requirements**

- Master's Degree in Business Administration, Public Administration, Criminology, Psychology, Security & Emergency Management, or related fields;
- Bachelor's Degree with a combination of relevant years of experience in operational experience such law enforcement, policing and private security may be accepted in lieu of a Master's degree.
- At least 2 years of operational experience in security administration and management / private security guard industry in a supervisory or management position in an International Organization highly desirable
- Ability to communicate, orally and in writing in French, English, and Creole

### **Contract type, level and duration**

Contract type: Local Individual Contractor Agreement (LICA)

Contract level: 5

Contract duration: 6 months with possibility of extension

For more details about the ICA contractual modality, please follow this link:

<http://www.unops.org/ENGLISH/WHOWENEED/CONTRACT-TYPES/Pages/Individual-Contractor-Agreements-ICAs.aspx>

### **Additional Considerations**

- Please note that the closing date is midnight Copenhagen time (CET)
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- For staff positions UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.