Vacancy Announcement

Senior Field Security Officer, P-4
West Bank

Deadline for Applications 7 July 2020
(23 June 2020 for internal applicants)
Duration 2 years, with the possibility of further extension
Vacancy Announcement Number 20-FO-WB-18

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified women. UNRWA welcomes applications from qualified candidates with disabilities.

UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for highly committed professionals wishing to make a change.

Palestine refugees in the West Bank
The West Bank is home to 800,000 registered refugees, around a quarter of whom live in 19 camps. Protection concerns, restricted economic opportunities and increased poverty have increased the need for, and reliance upon, humanitarian assistance. Against this backdrop, UNRWA’s 4000 staff in the West Bank, the vast majority refugees themselves, deliver education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance to support the refugee community until there is a just and durable solution to their plight.

Do you want to make a lasting difference?
If you are looking for a rewarding opportunity to make a tangible difference for one of the most vulnerable communities in the world, UNRWA would like to hear from you. In this role, you will provide guidance and support to both International and local Area staff with focus on frontline Area staff security by managing and overseeing all the security and risk management activities across the Field and advise on all safety and security related issues, ensure that senior management, as well as front line Area staff, is kept informed of security developments and be in a position to take appropriate action when required.
The main responsibilities include:

In accordance with the established Agency policy and procedures, the incumbent is responsible for advising on and operationalizing all aspects of UNRWA security and risk management, crisis readiness and preparedness in the Field, for all UNRWA personnel both International and local Area staff with focus on frontline Area staff security, particularly in those areas heavily impacted by the current conflict. The Senior Field Security Officer (SFSO) is responsible for; serving as a principal Advisor and assists the DUA and Deputy Director of UNRWA Affairs for Operations (DDUA-(Operations)) in the execution of their security responsibilities in the Field; ensuring UNRWA’s Security and Risk Management system is context specific and tailored to the needs of frontline personnel; supporting the identification, implementation of security and risk management best practices and other Standard Operation Procedures across the Field; ensuring UNRWA’s participation in the UN Security Management System (UNSMS) and supporting UNRWA’s compliance with safety and security requirements, as appropriate; maintaining close cooperation with UN Department of Safety and Security (UNDSS), Agency Funds and Programmes Security Officer(s), as well as with the Host Government security agencies, local community and beneficiaries; and managing the Field Security Risk & Management (FSRM) team. In this context, SFSO is responsible for performing the following:

- **Security Risk Management:**
  - In line with UNSMS methodology, leading the development of security risk management processes, outlining potential risks and recommends prevention and mitigation strategies towards improving the safety and security of both the internationally recruited and the frontline Area staff, as well as the installations with a particular emphasis on the Camp level;
  - In close cooperation with the DUA and DDUA-(Operations) and Departments’ Heads, ensuring that security initiatives are fully coordinated, approved and integrated into appropriate Agency-wide policy;
  - Overseeing the process of comprehensive threat analysis and security risk assessments to include all area staff, locations, installations and activities in the assigned Field;
  - Managing the processes of various security assessments, both routine and ad-hoc, as required, to ensure optimal prevention and mitigation measures are in place;
  - Reviewing inputs and recommending improvements in coordination with DSRM, HQ Amman in the implementation, further development and monitoring and evaluation (M&E) of the security and risk management system for all staff with the objective to minimize risk in the contextual, programmatic and professional work place-risk categories for frontline Area staff;
  - Managing the UNRWA security incidents system as required and ensuring that the Agency Security Incident Management System (SIMS) is fully implemented, kept up-to-date and reports filed properly. Overseeing the upgrading of the SIMS to provide critical information for security analysis; encouraging incident reporting at the Camp and Area level.

- **UNRWA Security Plan, Security Risk Management processes and UNSMS Security Risk Management (SRM) Measures:**
  - Planning and overseeing Security Risk Management process for all offices and maintaining guidance such as security, contingency, emergency and evacuation plans as required;
  - Supporting and supervising the implementation and adherence to the Camp Security Plan and coordinating capacity building efforts for relevant frontline staff with the support of the available security resources on the ground (Mobile Security Officers);
  - Being responsible for developing and updating the Field specific safety and security contingency plans in accordance with the United Nations Security Policy Manual that governing International staff and UNRWA risk management system for Area staff; coordinating and organizing emergency medical evacuation and convoy security procedures;
  - Ensuring and managing that all new International and Area staff personnel receive briefings upon arrival, local security training as necessitated by changes in security environment, and are kept informed of matters affecting their security;
  - Ensuring implementation of the frontline staff capacity-building plan, including Safe
and Secure Approaches in Field Environments (SSAFE) training programme for frontline staff and professional work-place risk trainings;

- Managing the International staff warden/ information systems as required;
- Ensuring that UNRWA Field Office procedures conform to the UNSMS and UNRWA policy and standards as appropriate, and that UNRWA personnel is included in the Security Plan comprising International staff with eligible dependents and the Area staff;
- Ensuring that appropriate staff tracking procedures are in place for all UNRWA staff travel; ensuring compliance of International staff with Travel Request Information Process (TRIP) including the security clearance process;
- Overseeing staff’s adherence and compliance to various (UNDSS and UNRWA specific) security plans and advisories, such as warden systems, and Residential Security Measures (RSM);
- Assisting the Field Director in assessing and implementing security risk management measures with a view towards Security Risk Management (SRM) compliance for International staff and supporting the development and implementation of operational procedures and standards with regard to contextual, programmatic and professional work-place risk categories for frontline Area staff based on best practices in the Field;

- **Office Security Management:**
  - Overseeing and directing the operation of the 24/7 security operations rooms (when present) which supporting all UNRWA operational movements, including: recording and reporting of area safety and security incidents and information; monitoring of guarding schedules; conducting radio checks and providing logistics support;
  - Leading periodic appropriate security assessments of UNRWA premises, equipment and advising on shortfalls in security preparedness with recommended improvements and solutions;
  - Reviewing office security surveys and recommending physical security measures to the Field Director;
  - Ensuring due safety arrangements (fire, hazards etc.) in UNRWA premises, making recommendations to responsible units and conducting periodic drills;
  - Leading the development of a plan to engage frontline Area Staff, beneficiaries and community further into the UNRWA installations’ security;

- **Reporting and liaison:**
  - Advising the Field Director and Programme Managers on security and risk management components in programmes and ensuring that these components are included in all appeals and in project planning, budgeting, implementation, monitoring and evaluation; preparing security related budget proposals and following up security related procurement and construction with relevant departments;
  - Updating the DUA, DDUA (Operations) and DSRM at Headquarters Amman (HQA) and UNDSS country offices on relevant security developments; participating as a member of the country security cell; attending the Security Management Team (SMT) meetings in support of her/his supervisor as required;
  - Establishing and maintaining contacts with Area and Programme staff, Chiefs of Area Offices, Camp Service Officers and programmatic frontline Area staff as appropriate; establishing and maintaining contacts with national security agencies and authorities, and security officials of diplomatic missions and international organizations to obtain/share the best information pertaining to protection for UNRWA staff and operations;
  - Establishing and maintaining communication links with the Designated Official, Security Management Team, Area Security Coordinators and other UN Field Security personnel;
  - Establishing a flow of accurate and timely security related information to management and all staff;
  - Developing a security strategy of further engagement with beneficiaries, local community and host governments to increase coordination, collaboration and acceptance;
  - Supporting the implementation of clear security reporting lines and communication channels between the HQ, Field-Area, Sub-Area, Camp/Installation levels;

- Managing Field Security Risk Management section and assets in terms of budget,
monitoring and evaluation, and donor reporting obligations;

- Ensuring reporting of all security related incidents involving UNRWA personnel as per Agency guidelines and making certain they are entered into the Security Information Management System; assessing, investigating and following up on these incidents as needed;
- Implementing Residential Security Measures (RSM) based on residential security surveys of UNRWA International staff in conjunction with UNDSS and recommending physical security measures to Area staff members; preparing justification for residential security measures as required;

**Close Protection Operations’ management, when Close Protection Officers are assigned to the UNRWA duty station:**

- Providing leadership, technical and operational guidance to the assigned Field Office’s Close Protection Team, to include administration, operations and Human Resources;
- Coordinating UNRWA Senior United Nations Officials (SUNO) visits;
- Managing Close Protection training; coordinating with training providers to ensure compliance with Close Protection Manual of Guidance; ensuring all CPOs are qualified and authorized to conduct Close Protection;
- Ensuring that all Close Protection equipment and vehicles are in accordance with the Close Protection Manual of Guidance, operational and maintained properly.

**To qualify for this position, you will need:**

**Education**
Advanced university degree (Master’s or equivalent) from an accredited educational institution in a relevant discipline such as political science, international relations, humanitarian law, human rights, conflict studies, social sciences, or international law with a focus on security and risk management; a first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree;

**Work experience**
A minimum of eight years of progressively responsible and relevant experience in security and risk management with the UN Security Management System (UNSMS) or International Organization (IO) Security Management or International Non-Governmental Organization (INGO) Security Management and/or experience in police or military, including two years of international experience outside one’s home country;
Progressively responsible practical experience at the Field/country level in moderate to high risk security environments within UNSMS, IO security management, INGO Security Management;

**Language(s)**
Fluency in spoken and written English.

**You will also need to demonstrate the following competencies:**

**UN Core Values** of Professionalism, Integrity and Respect for Diversity and **Core Competencies** of Communication, Working with People and Drive for Results apply by default. Default managerial competencies may apply.

- Demonstrated competence in management, problem solving skills and excellent interpersonal and supervisory skills;
- Understanding and demonstrated application of security planning, security risk management as related to staff, installations and programmes;
- Ability to establish and maintain effective working relationships with others in a team environment and with people of diverse backgrounds, culture and nationalities;
- A high level of written and verbal communication skills and practical report and proposal writing experience;
- Basic paramedic knowledge/skills;
- Judgment and decision-making skills.
- Promotes learning environment in the office/field; provides constructive coaching and feedback to others;
- Creates an empowering and motivating environment;
- Good command of MS Office applications.
Desirable qualifications:
- Additional technical certification in relation to security and risk management such as security management, community security, civilian-military coordination, human rights and protection, counter-terrorism, intelligence management, hostage management, operational planning and investigation, crisis management and emergency or disaster planning;
- Senior Staff College (military or police) training;
- Additional management, programme and project management qualifications;
- Knowledge of UN field security operations/ UN Field Security Officer/Adviser experience;
- In possession of UN Security Certification Programme (SCP) certificate;
- Knowledge of UN policies, procedures and operations relating to security;
- Knowledge of humanitarian operations, humanitarian, human rights, and/or international refugee law;
- Experience working in conflict settings and in high risk environment;
- Familiarity with UNRWA, its mandate, programmes and delivery modality;
- Knowledge of spoken and written Arabic.

Conditions of service
UNRWA offers an attractive compensation package including annual salary starting at \$73,516 net tax free with post adjustment of 62.1% (subject to change without notice). All UNRWA duty stations (with the exception of Gaza and Syria) are family duty stations. Other benefits, subject to eligibility, include:

✔ Dependency allowances
✔ Rental subsidy
✔ Education grant for children
✔ Home leave travel
✔ 6 weeks (30 working days) annual leave
✔ Pension fund entitlements under the UN Joint Staff Pension Fund
✔ International health insurance; optional life insurance
✔ Disability protection

Additional information
The incumbent may be required to travel to other locations within UNRWA area of operations.


Who we are
For 70 years, the United Nations Relief and Works Agency for Palestine (UNRWA) has been working on the ground in five fields of operations in Jordan, Lebanon, Syria, West Bank and the Gaza Strip providing direct assistance and protection for some 5 million Palestine refugees in the Middle East. UNRWA is mandated by the UN General Assembly to provide this assistance and its mission is to help Palestine refugees achieve their full potential in human development until there is a just and lasting solution for their plight. UNRWA restores safety, dignity and hope to millions who have been uprooted by conflict with services encompassing education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance.

For more details on UNRWA, please visit: [www.unrwa.org](http://www.unrwa.org)

How to apply
To start the application process, applicants are required to register at [http://jobs.unrwa.org](http://jobs.unrwa.org) by creating a personal profile and completing UNRWA Personal History Form. Only applications received through [http://jobs.unrwa.org](http://jobs.unrwa.org) will be considered. Due to the large number of applications received for UNRWA vacancies, only short-listed candidates will be contacted. The United Nations does not charge fees at any stage of the recruitment process. The United Nations does not concern itself with information related to bank accounts.
General information

UNRWA staff are expected to uphold the highest standards of integrity, neutrality and impartiality at all times. This includes respect for and commitment to human rights, diversity, and non-violent means of dealing with all kinds of conflict. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking work environment.

The Agency reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

Date of issue: 10 June 2020/AD