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UNITED NATIONS RELIEF AND WORKS AGENCY  
FOR PALESTINE REFUGEES IN THE NEAR EAST  
UNRWA



## Vacancy Announcement

### Field Security Officer, P-3 Gaza

<b>Deadline for Applications</b>	15 October 2018 (8 October 2018 for internal applicants)
<b>Duration</b>	2 years, with the possibility of further extension
<b>Vacancy Announcement Number</b>	18-FO-GA-50

**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 professionals like you.

#### **Palestine refugees in Gaza**

The Gaza Strip is home to a population of approximately 1.3 million Palestine refugees out of a population of around 1.9 million people. It has one of the highest population densities in the world. Recurrent conflict, restrictions on the movement of people and goods, political uncertainty, and dilapidated public infrastructure constitute the backdrop of a steadily declining socioeconomic situation. Gaza has been the subject of a blockade over the last ten years further reducing the possibilities for coping. UNRWA is the international organization responsible for the Palestine refugees and delivers education, health and mental health care, relief and social services, livelihood, microcredit and emergency assistance. UNRWA's responsibilities and role in Gaza are unique representing with over 12,500 staff in some 300 facilities involved in supporting all aspects of the life of the refugees.

#### **Do you want to make a lasting difference?**

If you are passionate about making a difference in all aspects of one of the most vulnerable communities in the world, in this role, UNRWA would like to hear from you. In this role, you will provide guidance and support to front line Area Staff by managing and overseeing security and risk management activities across the Gaza Field and advise on safety and security related issues, ensure that senior management is kept informed of security developments and is in a position to take appropriate action when required.

## **The main responsibilities include:**

- Security Risk Assessment:
  - I. Developing, as required, security risk assessments outlining potential risks and recommending cost effective prevention and mitigation strategies towards improving the safety and security of the front-line Area Staff and the installations in the respective Field;
  - II. Preparing comprehensive and context specific threat analysis and security risk assessments to include all area staff, locations, installations and activities in the assigned Field;
  - III. Performing security risk assessments, both routine and exceptional, as required, to ensure optimal prevention and mitigation measures are in place;
  - IV. Assisting/providing inputs in coordination with DSRM, HQ (Amman) in the implementation, further development and monitoring and evaluation (M&E) of the security and risk management system with the objective to minimize risk in the contextual, programmatic and professional work-place risk categories for front line Area staff;
  - V. Reporting on UNRWA security incidents as required and ensures that the Agency Security Incident Management System (SIMS) is fully implemented, kept up-to-date and reports filed properly; participating in the upgrading of the SIMS to provide critical information for analysis at the Field level and encourage incident reporting at the Camp and Area level in coordination with assets on the ground;
  - VI. Participating in and providing safety and security inputs to operational and planning documents such as the Headquarters/ Field Implementation Plan and the Security and Risk Management Best Practices Guide; supporting the identification of existing best practices on the ground on her/his Field of operations.
  
- Security Plan and Safety and Security Requirements
  - I. Reviewing safety and security arrangements for all offices and identified at most risk installations and maintains instructions such as security, contingency, emergency and evacuation plans as required; engaging and builds office and installations managers' capacity in relation to security arrangement of their pertained offices/installations.
  - II. Preparing, maintaining and updating the Field specific safety and security contingency plans in accordance with the United Nations Security Policy Manual that governs International staff and UNRWA risk management system for Area staff; coordinating and organizing emergency medical evacuation and convoy security procedures;
  - III. Supporting and supervising the implementation and adherence to the Camp Security Plan and coordinates capacity building efforts for relevant front line staff; guiding and supervising Mobile Safety Officers in the completion and follow up of the same;
  - IV. Ensuring that all new International and Area staff personnel receive briefings upon arrival, local security training as necessitated by changes in the security environment, and are kept informed of matters affecting their security;
  - V. Supporting the design and supervising implementation of the front line staff capacity building plan in the assigned Field, including SSAFE training programme for front line staff and Professional work-place risk training to identify at most risk categories of staff;
  - VI. Supporting the International staff warden/information systems as required;
  - VII. Ensuring that UNRWA Field Office procedures conform to the UNSMS and UNRWA policy and standards as appropriate, and that UNRWA personnel are included in the Security Plan comprising International staff with dependents and the Area staff;
  - VIII. Assisting her/his supervisor in assessing and implementing MOSS with a view towards MOSS compliance for International staff and supporting the development and implementation of operational procedures and standards about contextual, programmatic and professional work-place risk categories for front line Area staff based on best practices in the Field.
  
- Office Security:
  - I. Developing and implementing office security requirements in UNRWA installations; overseeing access control mechanisms (visitors/vehicle screening) in UNRWA

- premises;
  - II. Conducting office security surveys and recommending physical security measures to her/his supervisor;
  - III. Assessing fire safety arrangements (fire extinguishers, smoke detectors, etc.) in UNRWA premises and making recommendations to responsible units regarding fire safety arrangements; preparing fire/building evacuation plans and conducting periodical drills;
  - IV. Developing a plan to engage front line Area Staff, beneficiaries and community further into the installation security.
- Emergency Communications System (ECS):
    - I. Ensuring that all security and communications equipment are functioning and in good condition including radio communications;
    - II. Ensuring that radio communication training is provided to staff that are required to use various communications means;
    - III. Ensuring that adequate communication system is in place at the Area-Camp level and that front-line staff engages and relates to it.
  - Reporting and liaison:
    - I. Updating her/his supervisor, Senior Deputy Director of UNRWA Operations, Organizational Support at Gaza Field Office, Director, Security and Risk Management at HQ(A) and UNDSS country offices on relevant security developments; participating as a member of the country/area security cell; attending the Area Security Management Team (ASMT) meetings in support of her/his supervisor as required;
    - II. Establishing a flow of accurate and timely security related information to management and staff;
    - III. Establishing and maintaining contacts with area and programme staff, Chiefs of Area Offices, Camp Service Officers and programmatic front line area staff as appropriate;
    - IV. Guiding and supporting frontline Area staff in establishing community based security platforms;
    - V. Establishing and maintaining contacts with national security and law enforcement 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;
    - VI. Establishing and maintaining communication links with designated Official, Security Management Team, Area Security Coordinators and other Field security personnel;
    - VII. Developing a strategy to further engage with beneficiaries, community and host governments (and de facto authorities) to increase coordination, collaboration and acceptance;
    - VIII. Supporting the implementation of clear reporting lines and strength communication channels between the HQ- Field-Area-Sub Area- Camp levels.
  - Implementing Residential Security Measures (RSM), conducting residential security surveys of UNRWA international staff and recommending physical security measures to Area staff members; preparing justification for residential security measures as required;
  - Reporting all security related incidents involving UNRWA staff as per Agency guidelines to her/his supervisor and making sure that these are entered into the Security Information Management System; investigating assesses and following up these incidents as needed;
  - Providing security training to UNRWA staff; organizing and maintaining country files on security issues (assessments, security plans, messages, maps, etc.).

### **Conditions of service**

UNRWA offers an attractive and competitive compensation package including annual salary starting for **\$60,587** net tax free, plus post adjustment of **55.9%** (subject to change without notice). Other benefits, subject to eligibility, include:

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|--------------------------------|--|
| ✓ Dependency allowances        | ✓ Pension fund entitlements under the      |
| ✓ Rental subsidy               | UN Joint Staff Pension Fund                |
| ✓ Education grant for children | ✓ International health insurance; optional |

- ✓ Home leave travel
- ✓ 6 weeks (30 working days) annual leave
- life insurance
- ✓ Disability protection

Additional benefits available to staff working in Gaza:

- ✓ Hardship allowance
- ✓ Non-family service allowance
- ✓ R&R leave (currently every 8 weeks)
- ✓ Family visit travel
- ✓ Support for settling-in of staff members' families in nearby locations\*

\* While Gaza is a **non-family duty station**, eligible staff members may set up a second household in a nearby location to have their family nearby. However, Gaza remains the official duty station with any travel outside the duty station being subject to management approval and in accordance to office practices to ensure international staff presence in Gaza at all times.

### **Additional information**

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

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

- Education** A university degree from an accredited educational institution preferably in political science, international relations, humanitarian law, human rights, conflict studies, social sciences or international law with a focus on security and risk management;
- Work experience** A minimum of six years of progressively responsible experience in security 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 a minimum of two year at international level outside your 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 Arabic and English.

### **Desirable qualifications:**

- Advanced university degree 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;
- Additional technical certification in relation to security and risk management such as security management, community security, civilian-military coordination, human rights & protection, close 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 Coordination Officer/Adviser or INGO Security management experience;
- In possession of UN Security Certification Programme (SCP) certificate;
- Knowledge of UN policies, procedures and operations relating to security;
- Familiarity with UNRWA, its mandate, programmes and delivery modality;
- Knowledge of humanitarian operations, humanitarian, human rights, and/or international refugee law;

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

- 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;
- Demonstrated technical skills in fire and road safety and communication equipment;
- 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.
- Ability to manage units, sections and teams;
- Demonstrates experience in community engagement initiatives;
- Ability to identify best practices and to build SOPs accordingly

For guidance on how to prepare for competency-based interviews:

<https://careers.un.org/lbw/home.aspx?viewtype=AYI>

### **Who we are**

For over 65 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> by creating a personal profile and completing UNRWA Personal History Form. Only applications received through <http://jobs.unrwa.org> will be considered. Due to the large number of applications received for UNRWA vacancies, only applicants short-listed for interview 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 retirement age for staff entering or re-entering service in the UN Common System after 1 January 1990 is 62 and 65 after 1 January 2014. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

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: 23 September 2018/ LF