Vacancy Announcement

Senior Field Security Officer, P-4, Damascus and Roster (West Bank, Gaza)

Note: This announcement is intended to fill the post of Senior Field Security Officer, P-4, Damascus, and to establish a Roster of candidates for Senior Field Security Officer, P-4, in the West Bank and Gaza Duty stations

Deadline for Applications
10 March 2020
(24 February 2020 for internal applicants)

Duration
1 year, renewable; Appointment subject to funding confirmation OR 2 years, with the possibility of further extensions

Duty Station(s)
Damascus (Vacant)
West Bank / Gaza (Roster)

Vacancy Announcement Number
20-FO-SA-10

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 Syria

Even before the outbreak of the current conflict, Palestine refugees in Syria were a vulnerable population, lagging behind the host population in key development indicators. The community had higher rates of infant mortality and lower rates of school enrolment among other significant indicators and their long-term future was uncertain. Palestine refugees have also been vulnerable to the ongoing conflict, as violence has increasingly encroached upon the Palestine refugee camps. Many have been displaced within Syria, while thousands of others have fled to neighboring countries, including Lebanon and Jordan. The situation remains volatile, with numbers and needs constantly changing, but despite the many challenges, UNRWA is continuing its emergency relief, health and education services in Syria.
Do you want to make a lasting difference?

If you are passionate about making a lasting difference for Palestine refugees in Syria, this role will give you the opportunity to serve as a principal Advisor to the Director of UNRWA Affairs (DUA) and the management of the field in the execution of their security responsibilities in the Field. The Senior Field Security Officer (SFSO) will ensure UNRWA’s Security and Risk Management system is context specific and tailored to the needs of frontline personnel and will support the identification, implementation of security and risk management best practices, crisis readiness and preparedness, and other Standard Operation Procedures across the Field.

The main responsibilities include:

- **Security Risk Assessment:**
  - In line with UNDSS methodology, leading the development of security risk assessment processes, outlining potential risks and recommending 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 exceptional, 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 ensures 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 Minimum Operating Security Standards (MOSS):**
  - Planning and overseeing Security Risk Assessments for all offices and maintains guidance such as security, contingency, emergency and evacuation plans as required;
  - Supporting and supervising the implementation and adherence to the Camp Security Plan and coordinates 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 governs International staff and UNRWA risk management system for Area staff; coordinates and organizes 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 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 dependents and the Area staff;
  - Ensuring that appropriate staff tracking procedures are in place for all UNRWA staff.
travel; ensures 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, Minimum Operating Security Standards (MOSS) and Residential Security Measures (RSM);
- Assisting the Field Director in assessing and implementing security risk management measures with a view towards MOSS compliance for International staff and supports the development and implementation of operational procedures and standards with regard to contextual, programmatic and professional workplace 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 supports 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 advises on shortfalls in security preparedness with recommended improvements and solutions;
  - Reviewing office security surveys and recommends physical security measures to the Field Director;
  - Ensuring due safety arrangements (fire, hazards etc.) in UNRWA premises, making recommendations to responsible units and conducts 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 ensures that these components are included in all appeals and in project planning, budgeting, implementation, monitoring and evaluation; prepares security related budget proposals and follows up security related procurement and construction with relevant departments;
  - Updating the DUA, DDUA (Operations) and DSRM at HQ(A) and UNDSS country offices on relevant security developments; participates 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; establishes and maintains 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 makes certain they are entered into the Security Information Management System; assessing investigates 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 recommends 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:**
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 at international level 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.

**Desirable qualifications:**
- 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 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.

**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 competency 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.

Conditions of service
UNRWA offers an attractive compensation package including annual salary starting at
$73,516 net tax free with post adjustment of (Syria 31.2% and West Bank and Gaza
56.5%) (all 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 benefits available to staff working in Syria:
✓ Danger pay
✓ Hardship allowance
✓ Family visit travel
✓ Rest and recuperation leave every 4
  weeks (subject to change without notice)

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

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

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: https://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
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: 11 February 2020/ HB