UNITED NATIONS CHILDREN'S FUND
(GENERIC) JOB PROFILE

I. Post Information	
Job Title: **Security Specialist, NO-3, # 131105** Supervisor Title/ Level: **Security Advisor, P-5, # 80131** Organizational Unit: **Office of the Representative** Post Location: **Kinshasa DRC**	Job Level: **Level 3** Job Profile No.: CCOG Code: **1A03d** Functional Code: **SEC** Job Classification: **Level 3**

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Purpose for the job: The Security Specialist, NO-3 reports to the Country Security Adviser. He/She contributes to the UNICEF mandate through strong security risk analysis, advice, and relevant mitigation. The Security Specialist manages and supports, on behalf of the Country Security Adviser, all security activities in DRC.

The Security Specialist implements and manages security activities at the duty station in close coordination with all members of the UN Security Management System (UNSMS) including the UN Department of Safety and Security as well as NGO partners in line with the Saving Lives Together (SLT) policy. As a member of the Security Cell, contributes to the development of assessments, procedures and guidelines including Security Risk Management (SRM) processes, SRM measures, and the relevant Security Plan(s).

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Security Risk Management and Planning**
2. **Security Services**
3. **Programmatic Security Information Analysis**
4. **Security Networking and Partnership Building**
5. **Innovation, Knowledge Management and Capacity Building**

1. Security Risk Management and Planning

- Advise and support the Representative/CFO/CSM in the execution of his/her duties with regards to the security of UNICEF personnel and eligible family members, premises, and in accordance with UN and UNICEF Security Management Systems. Attend as an observer, all A/SMT meetings, assist the UN Department of Safety and Security (UNDSS) as appropriate and participate as a member of the security cell established by UNDSS.

- Provide advice on and manage the implementation of all technical security requirements identified in the SRMs, the Security Plan(s) and the Residential Security Measures (RSM), and support the compliance with other relevant policies, guidelines, and assessments.
- Prepare, maintain, and update UNICEF security documentation including security contingency plans and provide the Representative/CFO/CSM with mandatory reports in accordance with UNICEF security reporting guidelines. This includes the monitoring/reporting on security compliance and the submission of all Security Incident Reports (SIRs).

2. Security Services

- Monitor the security situation and provide independent and comprehensive security analysis with the goal of identifying trends and predicting the specific conditions that would impact on the security of UNICEF personnel, eligible family members, premises, assets and resources.
- Implement security activities in support of UNICEF operations and participate, coordinate and/or undertake security risk management for all locations where UNICEF personnel and eligible family members are present.
- Ensure that UNICEF personnel are kept informed of matters affecting their security and the actions to take in the event of an emergency including those identified in the Security Plan(s) as it relates to UNICEF.
- Ensure there is an effective and functioning communications system for security management within UNICEF that is fully integrated into the UN Emergency Communications System.
- Coordinate with UNDSS to ensure all UNICEF personnel undertake all mandatory security training/briefings and participate in all security related contingency exercises.
- Conduct security surveys of international personnel residences in accordance with the Residential Security Measures (RSM).
- Provide technical oversight for UNICEF contracted security providers such as guards service.
- Develop and conduct security training for UNICEF personnel as required.
- Monitor that all UNICEF offices comply with and periodically exercise security procedures/protocols and guidelines including: Security Risk Management Measures (SRM-M) and UNICEF's Global Security Compliance platform.
- Oversee the recruitment of additional UNICEF Security personnel, if required.

3. Programmatic Security Information Analysis

- Provides analysis to understand security dynamics. Ensure the analysis addresses environmental, socio-economic and political factors that make geographical areas difficult to access and have an impact on the delivery of UNICEF programmes.
- Works closely with the UNICEF personnel in country to ensure security considerations are mainstreamed into programmes and integrate all relevant analysis and security measures into the planning and implementation of UNICEF activities.
- Support UNICEF Management in the development and implementation of access strategies, preparedness plans, and programme contingency plans as required.

4. Security Networking and Partnership Building

- Establishes contact and maintains networks with UNSMS, I/NGO, diplomatic, and international community security advisors and relevant local authorities as appropriate.
- Collaborate and coordinate with UNDSS and the Security Cell to enable UNICEF activities.
- Ensure that security collaboration with NGOs working as UNICEF implementing partners is undertaken, in coordination with UNDSS, and using the SLT policies as a framework.

5. Innovation, Knowledge Management and Capacity Building

- Introduce technological innovations and approaches to security procedures and systems.
- Identify, capture, synthesize and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Ensure training provided is gender and disability inclusive
- Organize, plan and/or implement capacity building initiatives to enhance the competencies of clients/stakeholders on security related preparedness and operations.
- Share best practices and knowledge learned

IV. Impact of Results
The advice and effective decision making and planning required in complex security environments, which often involve highly stressful situations, will directly impact on the security of personnel, their eligible family members as well as organizational premises, assets and resources.

V. Competencies and level of proficiency required
Core Values • Care • Respect • Integrity • Trust • Accountability • Sustainability **Core Competencies** • Demonstrates Self Awareness and Ethical Awareness (1) • Works Collaboratively with others (1) • Builds and Maintains Partnerships (1) • Innovates and Embraces Change (1) • Thinks and Acts Strategically (1) • Drive to achieve impactful results (1) • Manages ambiguity and complexity (1 **Functional Competencies** • Analyzing (3) • Deciding and Initiating action (2) • Applying technical expertise (2)

VI. Recruitment Qualifications	
Education:	An advanced university degree is required. A university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.
Experience:	A minimum of five years of professional experience in global security risk management and/or security analysis is required. Demonstrated international security management experience and understanding of the United Nations Security Management System is highly desirable.
Language Requirements:	Fluency in French and proficiency in English is required. Knowledge of another official UN language or a local language of the duty station is an asset.