GENERIC JOB PROFILE

I. Post Information

Job Title: **Security Specialist** Supervisor Title/ Level: **Country Representative/ Chief Field Office / Country Security Manager** Organizational Unit: **Office of the Representative/ Chief Field Office / Security Office** Post Location: **Area (Designated Area)/Country Office**	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.

Job organizational context: The Security Specialist at Level 3 is based in Nairobi, Kenya and supports all UNICEF offices in Nairobi, including the expanding UNICEF footprint, increasing scale and complexity of personnel presence, premises, operations, missions, partnerships and programme support functions. The post r) and to the Representative, Chief Field Office or Country Security Manager, as applicable, maintains a technical reporting line to the most senior UNICEF security professional in the region (matrix

management), and is responsible for managing and providing technical supervision to a team of national security professionals supporting all UNICEF Nairobi offices.

Purpose for the job: The Security Specialist advises and supports the Representative, Chief Field Office or Country Security Manager in fulfilling security duties and responsibilities under the UNSMS and UNICEF security policies. This role contributes to UNICEF's mandate by enabling principled and timely delivery within acceptable levels of risk through security risk analysis, planning, preparedness, access support, incident management and implementation of appropriate risk mitigation measures. In Nairobi, the Security Specialist leads and manages a team of national security professionals to provide integrated, scalable, coordinated and responsive security support across all UNICEF offices in Nairobi, meeting the needs arising from UNICEF's growing operational footprint, staff presence, premises, missions, events and regional programme support requirements. The Security Specialist manages and supports security activities for all UNICEF Nairobi offices and designated locations, in coordination with UNDSS, the Security Cell, other UNSMS actors and relevant partners, including under the Saving Lives Together framework.

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. Contribute to Security Risk Management processes, Security Plan, contingency plans and related risk mitigation measures, ensuring that UNICEF-specific operational and program considerations are reflected.
   - 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 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 – Operational Security Support and Crisis Readiness

- 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 UNICEF offices in Nairobi and 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.
- Maintain and regularly test 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 in Nairobi comply with and periodically exercise security procedures, protocols and guidelines, including Security Risk Management Measures (SRM-M) and UNICEF's Global Security Compliance Tool platform.
- Oversee the recruitment of additional UNICEF Security personnel, if required.
- Manage, supervise and provide technical guidance to a team of national security professionals, including setting priorities, coordinating workplans, strengthening performance, supporting capacity development and ensuring consistent delivery of security services across all UNICEF offices in Nairobi and UNICEF's expanding Nairobi footprint.

3. Programmatic Security Information Analysis

- Provides security 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

Effective security advice, analysis, planning and coordination enable UNICEF to deliver programmes safely and responsibly across all UNICEF offices in Nairobi and related operational locations. The Security Specialist's work directly contributes to the safety and security of personnel, eligible family members, premises, assets and resources while supporting programme continuity, humanitarian access, emergency preparedness and informed decision-making by UNICEF management.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

Core Competencies (For Staff without Supervisory Responsibilities) *

- 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)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Manages people is only applicable to staff who supervise others.

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 English is required. Fluency in another UN Language may also be required based upon duty station. Knowledge of another official UN language or a local language of the duty station is an asset.