**UNITED NATIONS CHILDREN'S FUND
(GENERIC) JOB PROFILE**

I. Post Information

Job Title: **Security Officer** Supervisor Title/ Level: **Security Specialist/Operations Manager/Chief of Operations Level 3/4/5** Organizational Unit: **Operations/Office of the Representative** Post Location: **Country Office**	Job Level: **Level 1** Job Profile No.: CCOG Code: **1A03d** Functional Code: **SEC** Job Classification Level: **Level 1**

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 Officer GJP is to be used in a Country Office (CO) and reports to the **Security Specialist/Manager or Operations Manager/Chief of Operations.**

Purpose for the job: The Security Officer reports **to the Security Specialist or Operations Manager/Chief of Operations** for close guidance and supervision. The Level 1 is an entry professional level and should therefore be normally used as a trainee level for the purpose of acquiring organizational knowledge of rules, regulations and processes to supplement academic and theoretical knowledge of the profession for upward mobility to higher responsibilities. Incumbents at this level are not expected to remain for an extended period of time in the post.

The Security Officer provides technical, operational and administrative assistance in security management and services through the application of theoretical and technical skills in researching, collecting, analyzing and presenting technical security related information/data while learning organizational/UN system rules, regulations and procedures in the area of security management and emergency/crisis preparedness.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Security Risk Management and Planning**
2. **Safety and Security Services**
3. **Security Networking and Partnership Building**
4. **Innovation, Knowledge Management and Capacity Building**

1. **Security Risk Management and Planning**

   - Collect, record and report to supervisor all information related to the safety and security of UNICEF personnel and eligible family members, premises, assets and resources in accordance with UN and UNICEF Security Management Systems.

   - In close coordination with the supervisor, assist in the implementation of all technical requirements contained in the UN Security Plan, Minimum Operating Security Standards (MOSS), Residential Security Measures (RSM), and other relevant policies, guidelines, and assessments. Assist in providing technical support for all UNICEF contracted security providers.

   - Assist the supervisor in drafting UNICEF security documentation including security contingency plans and assist in the compiling of mandatory reports in accordance with UNICEF security reporting guidelines including Security Incident Reports (SIRs).

2. **Safety and Security Services**

   - Assist the supervisor in monitoring the security situation and emerging security threats to UNICEF personnel and eligible family members, premises, assets and resources. As requested by the supervisor, assist in security activities that support UNICEF operations and participate in security risk management for all locations where UNICEF personnel and eligible family members are present.

   - Draft security related information and instructions to assist the supervisor in keeping personnel informed on matters affecting their safety and security and actions to take in case of an emergency including those identified in the UN Security Plan as it relates to UNICEF.

3. **Security Networking and Partnership Building**

   - Assist the supervisor in identifying appropriate liaison within the UNSMS/NGO community through UNDSS.

4. **Innovation, Knowledge Management and Capacity building**

   - Identify, capture, synthesize and share lessons learned for knowledge development and to build the capacity of stakeholders.

   - Implement capacity building initiatives to enhance the competencies of clients/stakeholders on security related preparedness and operations.

IV. Impact of Results

The efficient and effective support provided by the Security Officer facilitates the timely and appropriate planning and implementation of security plans and measures that directly impact on the safety and security of personnel and their dependents, and organizational premises, assets and resources.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

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

ii) 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)

or

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)

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

VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required:

	Security Risk Management, International Relations, Conflict Analysis, Intelligence Analysis, Diplomatic Studies, Conflict and Security, Counter Terrorism or another relevant technical field.
Experience:	A minimum of one year 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. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.