



UNITED NATIONS CHILDREN'S FUND (GENERIC) JOB PROFILE

I. Post Information

Job Title: **Security Associate**
Supervisor Title/ Level: **Security Focal Point (Security Manager/Chief of Operations)**
Organizational Unit: **Security/Operations Section**
Post Location: **Country Office**

Job Level: **GS-6**
Job Profile No.:
CCOG Code: 2A03d
Functional Code: SEC
Job Classification Level:

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 nation.

Job organizational context: The Local Security Associate (LSA) GJP is to be used in a Country Office (CO) and reports to the appointed Security Focal Point (SPF), normally the Chief of Operations/Operations Manager. When the scale, complexity and/or level of insecurity in the country results in the appointment of an International Security Manager/Specialist, the LSA reports to the International Security Manager/Specialist.

Purpose for the job: The Local Security Associate reports to the SPF (**Security Manager/Specialist or Chief of Operations/Operations Manager**) for supervision. The Security Associate provides technical, operational and administrative assistance to the Supervisor in support of their role as it relates to ensuring the safety and security of personnel and their eligible family members as well as the safeguarding of UNICEF premises, assets and resources at the duty station. In carrying out the below duties the incumbent is expected to follow instructions precisely and in strict compliance with supervisor's instructions and UN Security related policies, rules and procedures.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- 1. Security Planning**
- 2. Safety and Security Services**
- 3. Security Networking**
- 4. Support in Knowledge Management and Capacity Building**

1. Security Planning

- Support the supervisor administratively and logistically in their planning functions related to the safety and security of UNICEF personnel and eligible family members as well as the safeguarding of premises, assets, and resources in accordance with UN and UNICEF Security Management Systems.
- Assist the supervisor by collecting and providing the basic information required for the implementation of the UN Country Security Plan, Minimum Operating Security Standards (MOSS), Residential Security Measures (RSM), and other relevant policies, guidelines, and assessments.
- Assist the supervisor in the development of UNICEF routine security documentation including security contingency plans such as, but not limited to, fire and evacuation plans.
- Assist the supervisor in drafting routine security reports/returns including but not limited to Security Incident Reports (SIRs).

2. Safety and Security Services

- Monitor the local security situation through local media and networks providing regular information and updates to the supervisor relative to on-going and emerging security issues in the country.
- Assist the supervisor in security activities that support UNICEF staff, premises and operations for all locations where UNICEF personnel and/or eligible family members are present.
- Provide on-going routine technical support and direction for contracted security providers on behalf of the SFP.
- Under the direct guidance of the supervisor, share information with UNICEF personnel and eligible family members that would affect their safety and security and information regarding the actions to take in the event of an emergency, including those identified in the UNICEF/UN Security Plans.
- Support the supervisor in the establishment of effective and functioning Communications/Warden Systems for UNICEF and the periodic testing of these systems.
- Support the supervisor in the conduct of all security related contingency exercises particularly relating to administration, communications and logistics.
- Conduct physical security surveys of international personnel residences in accordance

with the Residential Security Measures (RSM) on behalf of the SFP as required.

3. Security Networking

- With significant guidance from the supervisor, actively maintain official liaison with host government counterparts, local authorities responsible for security, law and order and security counterparts in the UN.

4. Support in Knowledge Management and Capacity Building

- Coordinate, as required, with UNDSS, on behalf of the SFP, to ensure all UNICEF personnel undertake mandatory security training/briefings.
- With strong support and guidance from the supervisor, develop and conduct country level familiarization sessions for contracted security guards specifically regarding their UN/UNICEF related duties and responsibilities.
- With strong support and guidance from the supervisor, develop and conduct country level training sessions for drivers to familiarize them with the specific actions to take when encountering a security related situation while driving.
- Assist in the provision of any security related training for UNICEF personnel or eligible family members, particularly to ensure comprehension by those more comfortable in the local language.

IV. Impact of Results

The efficient and effective support provided by the Security Associate contributes to the timely and appropriate planning and implementation of security plans and measures that directly impact on the safety and security of personnel and their eligible family members as well as organizational premises, assets and resources.

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

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

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:	Completion of secondary education, supplemented by relevant technical/military/police courses and/or university courses in a relevant discipline.
Experience:	A minimum of 6 years of progressively responsible experience in a security related environment is required.
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.