



UNITED NATIONS CHILDREN'S FUND (GENERIC) JOB PROFILE

I. Post Information

Job Title: **Security Specialist**
Supervisor Title/ Level: **Representative**
Organizational Unit: **Office of the Representative**
Post Location: **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 GJP at level 3 is to be used in a UNICEF Country Office (CO) and reports to the Representative.

Purpose for the job: The Security Specialist reports to **the Representative** and maintains a close working relationship with the Office of the Security Coordinator. The Security Specialist is responsible for advising the Representative on their security duties and responsibilities in accordance with UN and UNICEF Security Management Systems. The Security Specialist contributes to the UNICEF mandate through strong security risk analysis, advice, and relevant mitigation. The Security Specialist manages, on behalf of the Representative, all security activities in support of the country.

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 UN Security Cell, contributes to the development of assessments, procedures and guidelines including Security Risk Assessments (SRAs), Country Minimum Operating Security Standards (MOSS), and the country specific Security Plan.

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. Programmatic Security Information Analysis**
- 4. Security Networking and Partnership Building**
- 5. Innovation, Knowledge Management and Capacity Building**

1. Security Risk Management and Planning

- Advise the Representative in the execution of his/her duties with regards to the safety and security of UNICEF personnel and eligible family members, premises, and in accordance with UN and UNICEF Security Management Systems. Attend as an observer, all SMT/ASMT meetings, assist the UN Department of Safety and Security (UNDSS) as appropriate and participate as a member of the security coordination cell established by UNDSS.
- Provide advice on technical security requirements contained in the UN Security Plan, Minimum Operating Security Standards (MOSS), Residential Security Measures (RSM), and other relevant policies, guidelines, and assessments and monitor their implementation. Provide technical oversight for contracted security providers.
- Prepare, maintain, and update UNICEF security documentation including security contingency plans and provide the Representative, and the Office of the Security Coordinator (OSC) 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. Safety and 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 safety and 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 UN Security Plan 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).

3. Programmatic Security Information Analysis

- Collect information, provide specific analysis, advice, and support to programme planning and implementation. Conduct analysis to fully understand the issues that have an impact on the delivery of UNICEF programmes particularly in areas deemed security compromised. Work closely with the UNICEF programme and communication personnel

in country to integrate all relevant analysis into the planning and implementation of all country programmes.

4. Security Networking and Partnership Building

- Establish contact and maintain networks with all UNSMS/NGOs security advisors and relevant local authorities as appropriate. 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.
- Institutionalize and share best practices and knowledge learned.
- Organize, plan and/or implement capacity building initiatives to enhance the competencies of clients/stakeholders on security related preparedness and operations.

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 safety and security of personnel, 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:	An advanced 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. 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

	<p>security risk management and/or security analysis is required.</p> <p>Demonstrated international security management experience and understanding of the United Nations Security Management System is highly desirable.</p>
Language Requirements:	<p>Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.</p>