

Vacancy Announcement
Security Guards
OCHA oPt
SC Contract

Background

United Nations OCHA oPt offers coordination support, humanitarian advocacy and information, via its Jerusalem

HQ and Field Coordination Units in Gaza, Ramallah, Nablus and Hebron and secures adequate support to area-based operational coordination structures, sectoral coordination in priority areas such as health and food security etc, and national level coordination, both operational and policy.

The OCHA oPt HQ Jerusalem has responsibility for inter-agency coordination in complex emergencies and coordinating emergency relief in natural disasters. In this context, it has a specific responsibility for the dissemination of information and policies to the humanitarian community, authorities, donors, as well as support to resource mobilization efforts

Duties and Responsibilities:

Under the overall guidance of the Field Security Advisor and the direct supervision of the Assistant Field Security Advisor, the Security Guard is expected to:

1. Patrol and maintain security of the office premises and grounds during the assigned shift and report any irregularities.
2. Respond to emergencies affecting the safety of the premises and notify the immediate supervisor or other designated staff members.
3. Control admission of authorized personnel to shared grounds and premises.
4. Control the movement of property to and from the grounds and premises.
5. Ensure that lights are turned on and off outside the office premises as appropriate.
6. Control entry and ensure security of the organizational premises.
7. Ensure that routine patrols are conducted within the grounds and ensure that security guards/watchmen keep an up-to-date record of their patrol duties.
8. Patrol assigned areas, maintain continual surveillance against fire, water leakage and any other action which could damage premises or injure personnel.
9. Investigate and report all incidents on shared grounds that involve a breach of security procedures, injuries and/or theft and report back to supervisor.
10. In case of incident/emergency instruct staff members and visitors of performance of security services, including fire control and physical security for the premises, first aid procedures, use of equipment and operation of the automated alarm and video surveillance systems, if installed.
11. Maintain updated directives and security personnel lists.
12. Respond to enquiries and provide appropriate information or suggest alternative sources of information.
13. Issue building passes when appropriate.
14. Liaise as necessary with the local administration, police authorities, fire services and other emergency services.
15. Report for duty as and when necessary (on call).

16. Duties to be performed on a 24/7 basis as scheduled in the Security Guard Duty Roster not to exceed 40 hours per week.

17. Perform other duties as requested.

Competencies :

Commitment to the ideals of the United Nations Charter and the Organization's core values – Professionalism, Integrity and Respect for Diversity

Planning and Organizing: Demonstrated ability to establish priorities and to plan, coordinate and monitor his/her own work plan with minimum supervision.

Ability to work under pressure or in crisis situations.

Teamwork: Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

Communication: Proven and sustained communication (verbal and written) skills.

Qualifications :

Minimum of 2 years experience as a Security Guard.

Basic training in security/guarding.

Excellent physical condition.

Basic computer literacy.

Proficiency in English language, oral.

Experience with UN or International Organizations is an asset.

How to apply

For a full description of the post and P11 form, please visit the vacancies section on the OCHA oPt website: www.ochaopt.org

All applicants are requested to email the completed United Nations Personal History form (UN P11) in English to email address: ochaopt@un.org or fax the P11 form to: 02-5825841

CLOSING DATE OF APPLICATIONS: 15 August 08