

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)**

VACANCY ANNOUNCEMENT**Security Guard
ICS-2 Level (GS-2)
Jerusalem/OCHA oPt**

Salary: Competitive Local United Nations Contract (ICS-2 Level, GS-2)

Starting date: As soon as possible

Initial length of contract: 1 year, with possibility of extension

Type of Contract: Fixed Term Contract

The office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA office has a specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities and donors, as well as supporting resource mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, response there to and the need for international assistance.

In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA oPt office has expanded its presence. Though its expanded presence in the field and Jerusalem, the OCHA oPt team will ensure adequate support to area-based operational coordination structures, sectoral coordination in priority areas such as health and food security etc, and nation level coordination, both operational and policy.

Under the direct guidance of the Finance Analyst and the direct supervision of the Facilities Supervisor, the Security Guard provides security and general office services ensuring high quality and accuracy of work.

The Security Guard works in close collaboration with Front Office, Administration, difference units within the OCHA oPt office and other UN Agencies Staff to ensure consistent security services.

The incumbent will be responsible for the following duties:

- **Provision of Security Guard Services for OCHA oPt Premises.**
- **Provision of Telephone Communication Services (when needed).**
- **Provision of General Office Work.**

1. Provision of Security Guard Services for OCHA oPt Premises.

- Security Guard services for OCHA Jerusalem office to the standard instructed by UN DSS.
- Patrol and maintain security of the office premises and grounds during the assigned shift and report any irregularities.

- Respond to emergencies affecting the safety of the premises and notify the immediate supervisor or other designated staff members.
- Control admission of authorized personnel to shared grounds and premises.
- Control any movements to and from OCHA oPt property and premises in Jerusalem
- Perform fire drill exercise every six months.
- Control entry and ensure security of the organizational premises.
- Responsible for monitoring the cameras, vehicles and pedestrian gates.
- Searching the private and UN vehicles at the entrance to the UN OCHA oPt compound.

2. Provision of Telephone Communication Services (when needed)

- Answering phone, transmittal of messages during the absence of the receptionist.
- Respond to inquiries and provide appropriate information or suggest alternative sources of information.
- Monitoring of all visitors to the OCHA oPt Jerusalem Office; assistance to visitors by providing directions.

3. Provision of General Office Work

- Ensure the Computers, machines, lights and air conditioning split units are turned off after working hours.
- Ensure that lights are turned on/off outside the office premises as appropriate.
- During the absence of the Car Dispatcher, dispatching cars as needed.
- Immediately inform Facilities Supervisor of any security incident or unusual movements inside OCHA oPt premises.

Corporate Competencies:

- Demonstrates commitment to OCHA's mission, vision and values.
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability.

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness

- Ability to perform a broad range of specialized activities aimed at effective and efficient functioning of the OCHA oPt Office, including data/schedule management, maintenance of protocol, information flow.
- Confidentiality.
- Ability to provide input to business processes re-engineering, elaboration and implementation of new data management systems.

Leadership and Self-Management

- Focuses on result for the client and respond positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.

- Remains calm, in control and good humored even under pressure.
- Demonstrates openness to change and ability to manage complexities.

Education:

Basic training in security-guarding. Excellent physical condition. Basic computer literacy.

Experience:

Minimum of 2 years experience as a Security Guard.
Experience with UN or International Organizations is an asset.

Language Requirements:

Fluency in the UN and national language of the duty station.

How to apply:

For a full description of the post please visit the vacancies section on the OCHA oPt website indicated below.

All applicants are requested to email the completed United Nations Personal History Form (UN P11) in English providing full details of education, present and past employment, language skills, computer skills, etc. to the OCHA oPt office by using the following email address: hr@ochaopt.org.

Alternatively, applications can be sent by fax to: (+972) 2 5825841.

The UN P11 can be found on OCHA's website: www.ochaopt.org

It would be appreciate you stating your full name and the exact job title as the subject in your email application.

All posts are subject to availability of funds.

Only qualified candidates should apply and only those who have been shortlisted will be contacted.

Closing Date for applications: 29 June 2009

Applications received after this date will not be considered.