Security Officer, FSL-3

DEADLINE FOR APPLICATIONS: 29 August 2009
DATE OF ISSUANCE: 30 June 2009
ORGANIZATIONAL UNIT: International Criminal Tribunal for Rwanda
DUTY STATION: Arusha
VACANCY ANNOUNCEMENT NUMBER: AR-09-SEC-WVSS-INT-001

Extension of the appointment is subject to the extension of the mandate and/or the availability of funds.

Remuneration

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Responsibilities
Under the direct supervision of the WVSS Security and Movement Coordinator, the incumbent shall provide security escort and close protection during all internal and external movements of witnesses, and ensure the safe keeping of UN property located at Safe Houses. His/her major duties and responsibilities shall include the following:

1. Provide escort and close protection services to witnesses called to testify before the ICTR. Undertake official missions to country of residence of witnesses in order to assist in securing travel documents and ensuring immigration entry and exit for all witnesses. Ensure the safe movement of witnesses from their places of residence to/from Arusha, from/to the Airport, to/from secure locations, and the hospital/doctor when required; and any other movement which may be required; implement the approved protective measures to ensure the security and safety of witnesses.

2. Provide and control access to the safe houses. Check personnel and visitors for identification and ensure that only authorized persons are allowed entry. Maintains the occurrence logbook ant the safe houses.

3. Organize and assign security tasks to the Local Police Officers assigned to the safe houses and assist in their training on aspects of confidentiality, and brief them on any changes in operational procedures.

4. Conduct crime prevention patrols and security checks at the safe houses and its immediate surroundings. Maintain order and enforce security regulations. Monitor security and fire alarms and respond accordingly. Investigate all security related incidents, take immediate action as necessary, and maintain a record of these incidents. Ensure all emergency and back-up facilities such as hot line telephone, radio equipment, generators, alarm systems, fire fighting equipment are always in place and functional. Assists in carrying out regular emergency drills and procedures.

5. Maintain constant radio contact and reports directly to the Security and Movement Coordinator. If needed, conduct bomb searches inside the safe house premises and isolate the area. Maintain order and enforce security regulations. Monitor security and fire alarms and respond accordingly. Investigate all security-related incidents, and take immediate action, and maintain records of any incident.

6. Remain at the safe house at night on a rotational basis, with other Security Officers.

7. Perform other duties as required.

Competencies
Planning and organization: Ability to plan and organize assignment for officers under command; ability to provide oversight and take responsibility for delegated assignment of officers.
Accountability: Assume full responsibility for all actions and decisions.
Communication: Effective oral communications skills and demonstrated ability to explain UN security policies and procedures. Maintain a high sense of confidentiality.
Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment.
Client Orientation:

QUALIFICATIONS

Education
Secondary school education, coupled with recognized police or military higher level training. Courses and/or previous certifiable police or military experience, inclination in explosive recognition, search techniques, close protection, bomb threat response, weapons handling, fire fighting and first-aid highly desirable.

Work Experience
At least five (5) years of cumulative experience in security related issues in Security, Police, Military or Gendarmerie service. Security experience in witness protection matters is desirable.

Languages
English and French are the working languages of the International Criminal Tribunal for Rwanda (ICTR). For the post advertised, fluency in oral and written in English or in French is required. Knowledge of the other language an asset.

Other skills
On-the-job practical training to provide the officer with the specific United Nations security practices, procedures, and methods. First aid certification is necessary. Valid driving licence is essential. Security experience in witness or individual protection matters is desirable.
The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). English and French are the working languages of the United Nations Secretariat. The International Criminal Tribunal for Rwanda (ICTR) is a non-smoking environment.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

How to apply
Please send your application to the address, email or fax number indicated below before the deadline.

International Criminal Tribunal of Rwanda
Chief of Staff Recruitment Unit, ICTR P.O. Box 6016, Arusha, Tanzania
Fax: 255-212-963-2848, 1-27-250 4000, 255-27-250 4373, E-mail: ictr_Personnel@un.org,
Applications must be submitted using the United Nations Personnel History form (P-11). (Click here to download P-11 form). The applications should indicate the vacancy announcement number on the application and on the envelope, email or fax. Applicants may wish to retain copies of their completed P-11 form for use for future applications. Due to the volume of applications received, receipt of offline paper applications cannot be acknowledged individually. UN staff members must attach copies of their last two Performance Appraisal System evaluations to their applications.