



**United Nations Population Fund (UNFPA) is pleased to announce the following vacancy:**

**VACANCY NO:** VA-CO-2019-02-01  
**OPENING DATE:** 4 February 2019  
**CLOSING DATE:** 18 February 2019  
**POST TITLE:** Security Guard  
**NUMBER OF POSITION:** 1 (ONE)  
**CATEGORY:** Service Contract (SB1)  
**DUTY STATION:** KABUL,  
**DURATION:** Initially for one year with possibility of extension

**Background:**

Under the direct supervision of and reporting to the Security Officer, the incumbent has the following duties and responsibilities:

**Duties and Responsibilities:**

- Register all UNFPA Visitors at the main gate for in and out.
- Check with office if the staff is available to meet the visitors.
- Guide UNFPA visitors to the searching point.
- Make sure to inform the main office receptionist on access of VIPs and their vehicles.
- Assist the VIP visitor's vehicles to the compound.
- Report immediately to the Administration for suspicious packages, bags and envelopes for the project;
- Allow and direct the international and national visitors to the reception for booking the name and other specification;
- Coordinate escort with office receptionist and use Tetra radios for internal communication.
- Monitor UNOCA radio communication channel and assigned phone for all advisories and calls.
- Register incoming and outgoing documents.
- Keep close coordination with UNOCA security team and UNFPA Security Unit
- Ensure to check reception emails regularly and receive access requests on behalf of colleagues.
- Make sure that visitor passes are issued to the visitors and forget ID to UNFPA colleagues.

### **Minimum Qualifications and Experience:**

- Secondary school education;
- Experience with international organizations and international staff;
- At least two years of progressively responsible security experience;
- Ability to remain focused when under pressure with a commitment to work hard and for long hours;
- Knowledge of local languages and a work verbal knowledge of English language;
- Good behavioral skills.

### **Required Competencies:**

#### Values:

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

#### Core Competencies:

- Achieving results,
- Being accountable,
- Developing and applying professional expertise/business acumen,
- Thinking analytically and strategically,
- Working in teams/managing ourselves and our relationships,
- Communicating for impact

### **Submission Guidelines:**

Interested **Afghan Nationals** may send the completed United Nations Personal History form (P-11) by e-mail along with an application letter to the e-mail address: [recruitment.afg@unfpa.org](mailto:recruitment.afg@unfpa.org)

UNFPA reserve the right to appoint at the indicated or lower level and prior to the closing date. We will only be able to respond to those applicants in whom UNFPA has a further interest.

**Qualified women are particularly encouraged to apply.**