



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

**VACANCY NO:** VA-CO-2021-06-02  
**OPENING DATE:** 14 June 2021  
**CLOSING DATE:** 28 June 2021  
**POST TITLE:** Local Security Associate  
**NUMBER OF POSITION:** 1 (ONE)  
**CATEGORY:** Service Contract (SB3)  
**DUTY STATION:** Based in Kabul  
**DURATION:** Five Months (with possible extension)

**Job Purpose:**

Under the overall guidance and supervision of the National Security Officer the Local Security Associate (LSA) assists in the implementation of security operations and all matters relating to the management of safety and security for UNFPA personnel in the country or in the region of assignment.

The scope of functions of LSAs includes providing assistance in preparing Security Risk Assessments (SRA), Minimum Operating Security Standards (MOSS), Minimum Operating Residential Security Standards (MORSS) and contingency plans, and monitors the implementation of security policies and procedures and all matters pertaining to the safety and security of personnel, premises and assets. It is important to note that the security professionals maintain responsibility and accountability for safety and security in accordance with the Framework of Accountability.

**Major Activities/Expected Results:**

- Assists National Security Officer in collecting, updating and communicating information regarding the security situation in the operational area;
- Assists in maintaining the Security Plan, including updating staff lists, warden list and radio checklist;
- Supports the National Security Officer with the assessment of Security Risk Management (SRM) and ad-hoc SRM for the duty station, road mission in the high risk areas and events (Workshops, Seminars, Meetings) taking places outside of UN premises;
- Assists in reporting security incidents affecting UNFPA personnel, offices and assets;
- Organizes and delivers training courses on security awareness and preparedness;
- Assists in ensuring all UNFPA personnel are in-housed in security compliant residences in accordance with the country SRM;
- Assists with investigations as directed by the National Security Officer;
- Supervision of security guards and gate liaison;
- Provision of security mandatory training for none English speakers;
- Conduct daily security briefings for new staff;
- Conduct security briefings for mission team leaders;

- Sends and updates security advisories to all national security focal points as directed by National Security Officer;
- Responsible for initiating procurement of security related items including, preparation of specifications, submissions of requests and tracking;
- Provides general administrative assistance to the National Security Officer;

**Job Requirements:**

**Education:**

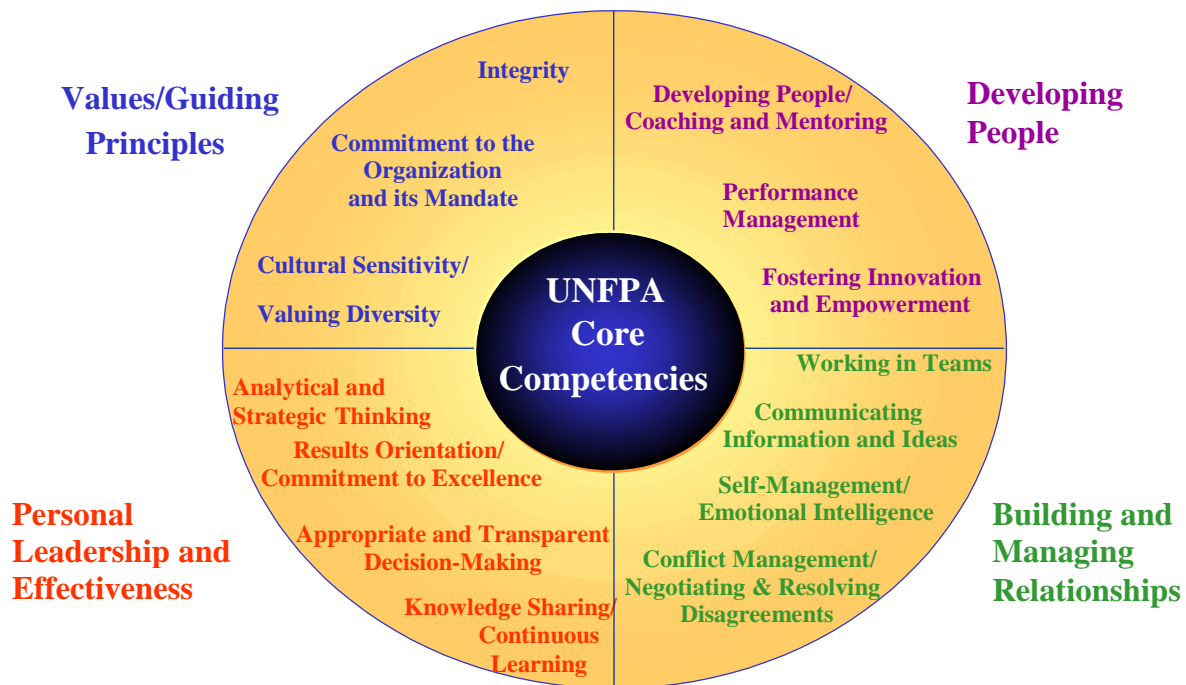
- High school (Secondary) education. Bachelor's degree or Certification in administration and security fields desirable.

**Knowledge and Experience:**

- Minimum 6-year experience in security, preferably in the military or police context or related field of work. Prior experience with the UN system or an international NGO is desirable but not a requirement.
- Experience in diplomatic security, protection and intelligence considered an asset.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Knowledge of web-based corporate software (e.g. Atlas) is desirable.

**Required Competencies:**

**Core Competencies: See the Diagram Below**



## **Functional Competencies:**

### **Knowledge Management and Learning**

- Shares knowledge and experience
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills and
- Demonstrates an ability to do independent effective research on a variety of topics

### **Development and Operational Effectiveness**

- Ability to perform a variety of standard specialized and non-specialized tasks and work processes,
- Ability to review a variety of data, identify and adjust discrepancies, identify and resolve operational problems
- Strong security management knowledge and ability to interpret, support and apply UN security management methodology and policies
- Ability to perform work of confidential nature and handle a large volume of work
- Good knowledge of administrative processes, methods, typical, rules and regulations
- Strong IT skills, and capacity to learn
- Ability to provide input to business processes re-engineering, implementation of new systems

### **Leadership and Self-Management**

- Focuses on results for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive, problem-solving attitude
- Remains calm, in control even under pressure/crisis situations
- Pro-active to anticipate support requirements and effective, continuous follow-up to ensure timely results despite a variety of obstacles and bureaucratic requirements

### **Language Requirements:**

- Fluency in English and national languages of the duty station, Dari and Pashto.

### **Submission Guidelines:**

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

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