

Posting Title : Security Officer, S1
Job Code Title : Security Officer
Department/ Office : Department of Safety and Security
Location : NEW YORK
Posting Period : 10 May 2024-8 June 2024
Job Opening number : 24-SEC-DSS-234343-R-NEW YORK (R)
Staffing Exercise : N/A

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

Org. Setting and Reporting

The Department of Safety and Security (UNDSS) is responsible for providing leadership, operational support and oversight of the United Nations security management system (UNSMS) globally. As a global leader in security risk management principles, UNDSS enables the safe and effective delivery of United Nations programmes and activities in the most complex and challenging environments, while maximizing precious resources. To this end, the work of the Department is aligned under a clear mission, to enable United Nations system programme activities through trusted security leadership and solutions.

Under the overall command of the Chief of Security, the security officer is required to perform armed security functions and reports directly to the security sergeant.

United Nations security officers function as agents of the Secretary-General and are authorized to preserve order and to protect persons on all United Nations premises, including temporary premises, and to protect the property of the United Nations.

This is a unique opportunity to join a diverse, dynamic and exciting organization gaining unique and valuable experience where security provides great value. Besides the opportunity to gain new skills and further advance security expertise, this position offers a fulfilling environment that gives you satisfaction by contributing directly or indirectly to peace and security, human rights, and achievement of the Sustainable Development Goals. Simply, all humanity will be benefiting from your work. Together, we can make the world a better place.

For more information on the Department, and how we make an impact on the world in enabling the achievement of SDGs, visit: <https://www.un.org/undss/> and <https://www.youtube.com/watch?v=7NVxc26rxjo>

Responsibilities

Within delegated authority, the Security Officer will be responsible for the following duties:

- Protects the life of persons in the UN complex and preserves UN property by providing security coverage of entry points throughout the United Nations complex to prevent entry to unauthorized person and the unauthorized removal of UN property; preserves the order by enforcing the application of UN policies and safety and security regulations, in line with ST/AI/5/2019.
- Provides on-scene response to security and safety incidents where assigned in a daily basis and during periods of heightened security, ensuring the application of the appropriate levels of force in accordance with the United Nations Use of Force Policy;
- Prepares detailed, accurate, and timely written reports of all incidents; uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- Screens all personnel, packages and vehicles entering the premises including clearance through metal detectors; checks packages both visually and by use of x-ray equipment; identifies and retains custody of weapons entering the premises with the authority to either confiscate or return said weapons upon owners' exit from the premises.
- Conducts exterior, garage, garden and watch-tour patrols that may require long periods standing or walking throughout the Headquarters district and annex buildings for the purpose of intercepting unauthorized persons attempting to have gained entry to the premises, reporting all security, fire and safety violations to the Security Control Centre.
- Performs specialized services on technical areas such as investigations, technical counter-surveillance, threat and risk analysis electronic security, bombing prevention and response, K-9 operations, close protection operations, emergency response, safety and fire safety, amongst others;
- Assists in the conduct of training exercises and drills within their area of responsibility; assists in the preparation of presentations and briefings and short instructional materials for other security officers and staff members;
- Provides information and directions to all persons associated with the organization.
- Controls, identifies and clears pedestrian and vehicular traffic entering and exiting the premises; maintains log books and records as required.
- Maintains alertness for any potential or actual breaches of security and any disturbances or unusual activity; and reports these immediately.

- Ensures that all UN property being carried from the complex is checked for appropriate documentation.
- Performs all other related duties as assigned.

Competencies

- **PROFESSIONALISM:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Provides an environment in which others can talk and act without fear of repercussion; places confidence in and builds trust with colleagues, staff members and stakeholders; Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

Work Experience

A minimum of two years of relevant experience in civilian police force, or a minimum of three years of relevant military, emergency services, or security experience is required.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Knowledge of another UN official language(s) is an advantage.

Note: Fluency equals a rating of "fluent" in all four areas (speak, read, write and understand). Knowledge of equals a rating of "confident" or "fluent" in at least two of the four areas.

Assessment

(1) Evaluation of qualified candidates will include a series of assessments including but not limited to:

- a physical fitness assessment
- a firearms handling assessment
- a written assessment exercise
- a competency-based interview

(2) Candidates must pass each stage in order to progress to the next to be considered for possible recruitment.

(3) As part of recruitment process, candidates will also be required to pass a psychological evaluation.

Special Notice

- This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment. Selected candidates/staff members will be responsible for any costs related to their travel and relocation in the context of onboarding to report for duty. If the selected candidate/staff member does not already have the right to work in the duty station, appointment is contingent on issuance of a visa from the local authorities.
- The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. The United Nations Department of Safety and Security (UNDSS) is taking efforts to improve gender parity, including full implementation of the UN-wide, and Departmental Gender Strategies. We are committed to providing an inclusive culture and exciting opportunities for women in the security and operations field.
- Appointment against this position is for an initial period of one year. The appointment or assignment and renewal thereof are also subject to the availability of the post or funds, budgetary approval or extension of the mandate.

- To be eligible for consideration, applicants must be between 22 and 35 years old by at the time of application (with the exception of candidates who are serving at other UNDSS/Security and Safety Service (SSS) locations who may be granted an exception).
- Candidates must be in excellent physical and mental condition. They must pass a physical fitness test in order to be considered eligible for employment.
- Passing the entry security officer test is a prerequisite for recruitment consideration in the Security (S) category in the United Nations Secretariat. This written assessment will be administered locally only at the United Nations Headquarters location in New York City, New York, USA. Any candidates invited to take the test will be responsible for their own travel and staying expenses.
- Officers will be required to work weekends, holidays, overtime, and on various shifts.
- Officers will be required to remain compliant with the specified Service Dress and Bearing manual and in accordance with the relevant Host Country Law Enforcement Standards.
- An impeccable record for integrity and professional ethical standards is essential.
- Applying to this job opening carries an expectation to accept the offer, if selected. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.
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- The selection process for this job opening will be conducted pursuant to ST/AI/2010/3 on the "Staff Selection System" and include the compliance review process by a review body described in staff rule 4.15.
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the

commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.