Only candidates’ resident in Ethiopia with authorization to work in the country are eligible to apply.

Title: Local Security Assistant  
Domain: Administrative Office  
Post Number: TBD  
Grade: G5  
Organizational Unit: UNESCO – IICBA  
Primary Location: Addis Ababa, Ethiopia  
Type of contract: Project Appointment  
Recruitment open to: Internal and external candidates  
Annual salary: As per UN salary scale  
Deadline (midnight, Ethiopia time): 3rd November 2019  
Application to be sent to: recruitment.iicba@unesco.org (UNESCO CV with cover letter)

Overview of the Office:

The UNESCO International Institute for Capacity Building in Africa (IICBA) is a Category I Institute established by the UNESCO General Conference in 1999, mandated to strengthen teacher policy and development in Africa.

Under the overall authority of the Head of Office and the direct supervision of the Finance and Administrative Officer, and in close collaboration with UNESCO Headquarters SFO Unit and the relevant UN Security personnel, the incumbent will act as the office Security Focal Point including all operational and logistical aspects to support the security of all employees and ensure residential and office premises compliance. This includes coordinating with associated service providers to proactively resolve and security and logistical issues. These include and are not limited to:

Responsibilities:

- Conducts daily briefings of assigned security contractor to the office;
- Assess the security situation in the area of responsibility, and prepare in-depth security risk assessments and reports on a regular basis or as required;
- Build and maintain information/contact networks throughout the area of assignment in order to enhance UNESCO’s security capacity, preparedness and compliance.
- Assist the AO in safeguarding UNESCO staff, operations and assets, working closely with the physical and CCTV security providers.
- As delegated, attend security meetings and provide notes via email for action and follow-up.
- Provide day-to-day guidance and refresher training to the Security Company personnel on standard operating procedures and ensure any concerns are addressed immediately or raised to the company management at the monthly meeting.
- Establish Standard Operating Procedures (SOPs) for all security related aspects for the office.
- Maintain accurate Emergency Communication Lists for UNESCO staff based in the area of responsibility. This includes notifications to UNDSS and support to UNESCO staff on mission.
- Ensure maps showing the locations of staff residences, and warden status are updated and shared weekly, and accessible to the AO and UNDSS senior management in updated folders.
- Support the AO in ensuring 100% employee compliance on all mandatory training courses and keep an up to date records of completion, renewal date and retraining schedules.
- Provide all incoming employees, consultants and visitors with a basic security briefing on security awareness, preparedness and responses as part of the induction process to the office.
- Assist in the preparation, maintenance and distribution of security guidelines to all staff in relation to security measures, standards and policy. This includes office and residential security measures, fire and emergency evacuation drill.
- Develop access control procedures for all entry/exits in UNESCO premises and facilitate visitor entry procedures.
- Take the lead in responding and assisting in all emergencies/crises that may involve UNESCO staff or consultants, operations, staff and assets, regardless of the time or day.
- Circulate Security advisories and all relevant information to all UNESCO employees in order to update them on the security situation using the established and available means via email, telephone, HF/VHF radio, SMS, WhatsApp or in person as required.
- Assist in or conduct security & safety related investigations with guidance and cooperation from UNDSS.
- Conduct frequent checks on all installed equipment to ensure it is in good working order, and arrange for servicing, repair or replacement according to organisational guidelines and internal approval processes.
- Plan for procurement, manage logistical supplies for all equipment, and associated contracts with service providers. Maintain and ensure the proper functioning of security equipment, such as torches, communications equipment, helmets etc.;
- Ensure timely maintenance of all associated systems personally or through contracted companies through a maintained log and reported monthly.
- Respect confidentiality in all security matters.
- Contactable on weekends and holidays.
- Inspects line-ups of security officers contracted to the office and ensure that they are properly attired and equipped, as well as knowledgeable of the daily security requirements.
- Ensures that all posts are properly manned with the relevant security guards.
- Ensure all security records are properly managed and filed for future reference.
• Reviews all meeting and special event schedules to be taken place in the building and determine security requirements and discuss with security company on the need for security deployment and reinforcement if need be;
• Supervises security contractors and carries out inspections to ensure that security contractor on duty are discharging their functions appropriately;
• Liaise with security company to investigate security incidents, recommending action to be taken and liaise with UNDSS for more sensitive and complex investigations or security incidences;
• In liaison with UNDSS, the LSA will assists in preparing security plans, including country security information for important visits to country by important UNESCO counterparts and other UNESCO staff and Head of Offices;
• Briefs security contractor of any possible security threats and any operational matters relating to building and other staff security issues;
• Assumes control of specific areas as assigned during periods of heightened security;
• Prepares written reports of all incidents that has security implications for building and staff;
• Perform any other duties as required by the Finance and Administrative Officer and in collaboration with HQ SFO Unit and UNDSS;

A successful candidate will be required to demonstrate the following competencies:

Core Competencies:

• Accountability
• Communication
• Teamwork
• Innovation
• Result focus
• Planning and organizing
• Knowledge sharing and continuous improvement

For detailed information, please consult the UNESCO Competency Framework: [https://en.unesco.org/sites/default/files/competency_framework_e.pdf?language=en](https://en.unesco.org/sites/default/files/competency_framework_e.pdf?language=en)

Other Requirements:

In some instances, LSA may be required to perform duties that may require long periods of standing and might also be required to undergo physical fitness test.

Work implies frequent interaction with the following:

UNDSS and host country Law Enforcement and emergency response officials. Staff members, accredited personnel and visitors to UNESCO IICBA.
SKILLS/COMPETENCIES:

- Excellent interpersonal and communication skills;
- Excellent drafting skills in English;
- Excellent organizational and coordination skills;
- Good time management skills;
- Ability to work under pressure, to deal with complex situations and flexibility to adjust work schedules and priorities;
- Sense of diplomacy and professional integrity;
- Discretion and capacity to deal efficiently and tactfully with people of different cultural backgrounds;
- Ability to set priorities and to organize work independently based on established guidelines and general direction from the Director office and also in consultation with UNDSS;
- Excellent IT skills (Word, Excel, Outlook, PowerPoint, etc.).
- Relevant certification in hardware and software management is an asset;

Qualifications:

Essential:

High school diploma or equivalent. Additional security, police or military training is required. Must have passed the United Nations Security Officer Test (SOT).

Desirable:

*A first university degree in Police/Military, Law, Business Administration Social/Political Science or related field is desirable.*

Experience:

At least five (5) years of experience in areas of the security operation in Police, Military or UN Security Service. *Experience of working in different security sectors and/or a client-focused organization is desirable.*

Language:

Fluent in both written and oral English,

Fluency in at least one of the local languages.

**BENEFITS AND ENTITLEMENTS:**

UNESCO’s salaries are paid in local currency. Other benefits include 30 days annual leave per annum, medical insurance and pension plan. Please note that UNESCO is a non-smoking organization.
HOW TO APPLY

To apply, please send your application letter and UNESCO CV in English by email: recruitment.iicba@unesco.org

Application files will have to reach UNESCO by mid night 3 November 2019 (Ethiopian time). Please label the subject line “Local Security Assistant G-5”.

UNESCO is committed to promote Gender Equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities are equally encouraged to apply.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.