

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)**

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**VACANCY ANNOUNCEMENT # 2011-019****Two Security Guards (*National Position*)****Level (ICS-2)****Jerusalem/OCHA oPt**

<b>Contract:</b>	Fixed Term Contract, ICS-2
<b>Duty Station:</b>	Jerusalem
<b>Duration:</b>	One year with possibility of extension
<b>Starting Date:</b>	As soon as possible

The office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA office has a specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities and donors, as well as supporting resource mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, response there to and the need for international assistance.

In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA oPt office has expanded its presence. Though its expanded presence in the field and Jerusalem, the OCHA oPt team will ensure adequate support to area-based operational coordination structures including sector and cluster coordination and national level coordination, both operational and policy.

Under the guidance of Finance Analyst and the direct supervision of Facilities Supervisor, the security guard provides security and general office services ensuring high quality and accuracy of work.

The Security Guard works in close collaboration with Front office, Administration, different units within the OCHA oPt office and other UN agencies staff to ensure consistent security services.

**The incumbent will be responsible for the following duties:**

- **Provision of Security Guard Services for OCHA oPt premises**
- **Provision of Telephone Communication Services (when required)**
- **Provision of General Office work**

1. **Ensure the provision of Security Guard Services for OCHA oPt premises focusing on the achievement of the following results:**

- Security Guard services for OCHA Jerusalem office to the standard instructed by UNDSS.
- Patrol and maintain security of the office premises and grounds during the assigned shift and report any irregularities.
- Respond to emergencies affecting the safety of the premises and notify the immediate supervisor or other designated staff members.
- Control admission of authorized personnel to shared grounds and premises.
- Control any movements to and from OCHA oPt property and premises in Jerusalem;
- Perform fire drill exercise every six months.
- Control entry and ensure security of the organizational premises.
- Responsible for monitoring the cameras, vehicles and pedestrian gates.
- Searching the private and UN vehicles at the entrance to the UN OCHA oPt compound.

**2. Ensure the provision of Telephone Communication Services (when needed) focusing on the achievement of the following results:**

- Answering phone, transmittal of messages during the absence of the receptionist.
- Respond to inquiries and provide appropriate information or suggest alternative sources of information.
- Monitoring of all visitors to the OCHA oPt Jerusalem Office; assistance to visitors by providing directions.

**3. Ensure the provision of General office work focusing on the achievement of the following results:**

- Ensure that Computers, machines, lights and air conditioning split units are turned off after working hours;
- Ensure that lights are turned on/off outside the office premises as appropriate
- During the absence of the Car Dispatcher, dispatching cars as needed.
- Immediately inform Facilities Supervisor of any security incident or unusual movements inside OCHA oPt premises.

**Competencies:**

**Corporate Competencies:**

- Demonstrates commitment to OCHA's mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Functional Competencies:**

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

## Development and Operational Effectiveness

- Ability to perform a broad range of specialized activities aimed at effective and efficient functioning of the OCHA oPt Office, including data/schedule management, maintenance of protocol, information flow.
- Confidentiality.
- Ability to provide input to business processes, re-engineering, elaboration and implementation of new data management systems.

## Leadership and Self-Management

- Focus on results for the client and respond positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humored even under pressure.
- Demonstrates openness to change and ability to manage complexities.

## **Education:**

Basic training in security-guarding. Excellent physical condition. Basic Computer literacy.

## **Experience:**

Minimum of two years experience as a Security Guard.

## **Language requirements:**

Fluency in the UN and National language of the duty station. Experience with UN or International Organizations is an asset.

## **How to apply:**

For a full description of the post please visit the vacancies section on the OCHA – oPt website indicated below.

All applicants are requested to email the following documents to the OCHA oPt Office by using the following e-mail address: [hr@ochaopt.org](mailto:hr@ochaopt.org).

1. Cover letter, in English (max 300 words) explaining why you think you are qualified for this post and why you would like to work for OCHA.

2. Completed United Nations Personal History Form (UN-P-11) in English providing full details of education, present and past employment, language skills, computer skills, etc.

The UN P-11 form can be found on OCHA's website: [www.ochaopt.org](http://www.ochaopt.org)

**It would be appreciated your stating your full name and the OCHA vacancy notice number (2011-019) as the subject in your e-mail application.**

Only qualified candidates should apply and only those who have been short listed will be contacted.

**CLOSING DATE FOR APPLICATIONS: 26 January 2012**

***Those who applied earlier need not to apply again***

Applications received after this date will not be considered.

**Women are encouraged to apply**