<u>**VACANCY ANNOUNCEMENT # 2019-007**</u>
Local Security Clerk (*National Position*)
Level (ICS-4)
Jerusalem/OCHA oPt

Contract:	Fixed Term Contract, ICS-4
Duty Station:	Jerusalem
Duration:	**One year with possibility of extension**
Starting Date:	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.

Under the overall guidance of the OCHA Head of Office and the direct supervision of OCHA oPt's Security Focal Point, the Local Security Clerk assists in the implementation of security operations and all matters relating to the management of security for UN personnel in oPt.

Under the direct supervision of the Security Focal Point, the Local Security Assistant is responsible for the following duties:

1. **Assists in collecting, updating and communicating information regarding the security situation in the country**

- Helps to assess the security situation in oPt and ensures adequate gathering and verification of security information that may be required for a proper analysis of the situation by Head of Office;
- Assists in communication of information on security to OCHA personnel, as required;
- Maintains regular contacts with DSS and Security Focal Points of UN agencies.

2. Assists in maintaining the Security Plan, including updating staff lists

- Helps in the preparation and review of the OCHA oPt Security Plan;
- Supports actions during the implementation of the OCHA oPt Security Plan, as required.
- Assists in updating OCHA oPt's staff lists

3. Assists in reporting security incidents affecting OCHA personnel, offices and assets:

- Assists in the preparation of security reports, such as the Security Incident Report for submission to Security Focal Point, Head of Office and UNDSS.
- Ensures that security reports are prepared in a timely manner.

4. Provides general security administrative assistance to the Security Focal Point

- Assists in the maintenance of routine and confidential correspondence files/documents;
- Maintains a database on contact details in relation to security authorities;
- Assists in the organization and delivery of training courses on security awareness and preparedness, with particular focus on national staff;
- Arranges appointments, receives visitors, places and screens telephone calls and answers queries with discretion, and takes minutes and/or notes at meetings.

5. Performs other security-related tasks assigned by the Security Focal Point

- Assists in conducting security evaluations and provision of advice on security measures for the residences (RSM) of UN personnel, as well as on latest trends and threats to staff security;
- Provision of non-binding advice on residential and off-duty security to staff;
- Assists in the establishment and maintaining of a warden system and keeps on updating information related to UN offices and residences;
- Assists in the maintenance of a liaison with commercial companies used for UN security at offices, in order to ensure the effective and efficient use of the guard force.

Competencies

A. Corporate competencies:

- Ability to make new and useful ideas work
- Ability to persuade others to follow
- Ability to improve performance and satisfaction
- Ability to listen, adapt, persuade and transform
- Ability to get things done while exercising good judgement

B. Technical/Functional competencies:

● Knowledge of the UN Security Management System (UNSMS) and UNOCHA's role in addressing security issues.
● Ability to provide adequate response to security incidents/events
● Ability to work effectively with diverse groups of professionals towards common goals.

Education:

High school Diploma.

Experience

4 years of experience in security, risk management or analysis, preferably in the security context or related field of work. Prior experience with the UN system is an asset.

Language requirements:

Fluency in both Arabic and English Languages

Others:

Experience in security and protection considered an asset.
Solid computers skills (MS Word, Excel and PowerPoint);
Possession of a valid driver's license

How to apply:

To start the application process, applicants are required to apply via OCHA oPt's vacancies website by registering their profile and completing OCHA Personal History Form (P11). Only applications received through https://www.ochaopt.org/vacancies which should include an up to-date and complete P11 will be considered. Due to the large number of applications received for OCHA vacancies, only applicants short-listed for interview will be contacted.

The United Nations does not charge fees at any stage of the recruitment process.

The United Nations does not concern itself with information related to bank accounts.

CLOSING DATE FOR APPLICATIONS: 14 October 2019

Applications received after this date will not be considered.

Women are encouraged to apply