

POST TITLE:	Security Associate
TYPE OF CONTRACT:	Service Contract (SC)
POST TYPE:	Non-rotational
CATEGORY:	SB-3
DUTY STATION:	Cairo, Egypt
DURATION:	One year (Renewable subject to satisfactory performance and availability of funds and to a maximum of 5 Years)
SALARY:	In accordance with SC salary scale for Egypt
REPORTS TO:	Regional Security Adviser

ORGANIZATIONAL UNIT: Arab States Regional Office

ORGANIZATIONAL SETTING:

Under the guidance and supervision of the UNFPA Regional Security Adviser (RSA), the Security Associate provides support to the RSA and Arab States Regional Office (ASRO) in Cairo, Egypt by performing a variety of security and administrative services while ensuring high quality and accuracy of work. The Security Associate promotes a client, quality and results-oriented approach.

The Security Associate works in close collaboration with the RSA; International Operations Managers (IOM), UNFPA security focal points and other support staff in the ASRO, country offices and New York, other UN organizations in the country, as well as with the UNDSS staff to coordinate tasks, request and share information, and to ensure pro-active, consistent, quality service delivery.

SUMMARY OF KEY FUNCTIONS:

- ☐ Assist with the implementation of security plans and measures in ASRO, maintaining linkages and liaison with UNFPA offices and UNDSS in regard to security measures, information, and events.
- ☐ Support to effective and efficient delivery of the security function in the ASRO through security, administrative and logistical services.
- ☐ Support to knowledge building and knowledge sharing.

DUTIES AND RESPONSIBILITIES:

1. Assist with the implementation of security plans and measures in ASRO, maintaining linkages and liaison with UNFPA offices and UNDSS in regard to security measures, information, and events, focusing on achievement of the following results:
 - ☐ Establish and maintain relationship with UNFPA security focal points in country offices and with DSS staff in Egypt, as well as good offices of the Operations Manager in ASRO, as well as relevant support staff in New York.
 - ☐ Support coordination of security related support matters for the various country offices
 - ☐ Liaise with all of the relevant actors in regard to information, current and contemporary events, which might affect UNFPA staff safety and security, sharing of relevant information, with Regional Security Adviser
 - ☐ Assist UNFPA offices with the implementation of security plans, MOSS compliance, devising and implementing contingency and preparedness plans, business continuity, related procurement
 - ☐ Assist with the effective functioning of emergency communication system, warden system, updated staff lists, fire and evacuation procedures,
 - ☐ Maintain SIRS and TRIP
 - ☐ Provide backstopping the RSA during his/her absence
2. Support to effective and efficient delivery of the security function in the ASRO through security, administrative and logistical services:
 - ☐ Contribute directly to the effective functioning of the security office, its communications, operation and maintenance of equipment.
 - ☐ Full compliance of administrative activities with UNFPA rules, regulations, policies and strategies.
 - ☐ Performance of a General User role in Atlas and preparation and monthly reporting on ASRO security budget. Preparation of requisitions for HR, Procurement and Travel activities.
 - ☐ Provision of inputs to preparation of the office's results-oriented work plan
 - ☐ Follow up on tasks, deadlines, commitments made, actions taken and coordination of collection and submission of inputs to the reports as required.
 - ☐ Maintenance of the asset inventory, filing system, ensuring safekeeping of equipment and confidential materials.
 - ☐ Research and collection of data from various sources. Research and retrieval of specifications, statistical data from internal and external sources; preparation of statistical charts, tables and reports as required.
 - ☐ Contacts with visitors and staff, arrangement of appointments and meetings as required.
 - ☐ Pro-active and effective logistic and administrative arrangements in support of the security function.
3. Support knowledge building and knowledge sharing in the ASRO, focusing on achievement of the following results:
 - ☐ Master and share material on security methodology, advisories, specifications etc as required and to stay abreast of UN system reforms
 - ☐ Disseminate in consultation with the RSA, and maintain UN and UNFPA directives/guidance and instructions.
 - ☐ Assist in organizing and running training courses/sessions, briefing sessions, security workshops as required
 - ☐ Share (and acquire) knowledge and experience in risk management and support aspects with/from colleagues.

WORK RELATIONS

Internally:

The Security Associate works under the supervision of RSA, ASRO and closely supports the ASRO and the COs within the ASRO region.

Externally:

Other UN organizations in ASRO region, as well as with the UNDSS staff to coordinate tasks, request and share information, and to ensure pro-active, consistent, quality service delivery.

CORE COMPETENCIES:

- ☐ Demonstrates commitment to UNFPA'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 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 needs and apply UN security management methodology and policies
- ☐ Confident with mapping tools, and ability to prepare impact presentations and reports
- ☐ 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

QUALIFICATIONS AND EXPERIENCE:

Education:

Grade 12 equivalent to secondary education. Bachelor degree or Certification in administration and security fields desirable.

Knowledge and Experience:

- ☐ At least five years of relevant administrative and security (military or police senior NCO, preferably officer's level) experience are required.
- ☐ Some experience with international organizations preferred.
- ☐ Experience in the usage of computers, applications (e.g. Google Earth) and office software packages (MS Word, Excel, PPT, etc.).
- ☐ Knowledge of web-based Corporate software (e.g. Atlas) is desirable.
- ☐ Fluency in the UN and national language of the duty station.
- ☐ Working knowledge of French would be an asset.

SIGNATURES- POST DESCRIPTION CERTIFICATION:

Immediate Supervisor's Name & Signature

Date

Md Shoaib
Regional Security Adviser

22/8/2016

Division Director's Name & Signature

Date

Naqib Noory
Chief, Office of Security Coordinator
New York