



TEMPORARY JOB OPENING ANNOUNCEMENT

P-3

**Deputy Chief, Security and
Safety Service**

TJO Grade Level¹

Functional Title

**Economic Commission for Africa/Office of the
Executive Secretary**

Department/Office/Division/ Service/Section

Security and Safety Service

Job Network and Job Family (See list on page 3-4)*

15/10/2015

29/10/2015

Date of issue
(DD/MM/YY)

Deadline
(DD/MM/YYYY)

Duty Station:	Addis Ababa	Estimated Start Date:	Effective immediately
Duration of need:	11 months	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

The Department of Safety and Security is responsible for providing leadership, operational support and oversight of the security management system to enable the safest and most efficient conduct of the programmes and activities of the United Nations System. This post is located in the Security and Safety Service of the United Nations Economic Commission for Africa (UNECA), in Addis Ababa, Ethiopia. The incumbent reports to the Chief, Security and Safety Service (SSS).

Responsibilities

Under the general supervision of the Chief SSS, the incumbent understudies the Chief of Security and Safety and assists with all security and safety aspects of UNECA, including the following functions:

- Prepares contingency and evacuation plans and the warden system; maintains an ongoing review of operational plans making modifications as situations, issues and/or incidents dictate; develop and lead the coordination and implementation of security, fire and safety, emergency response, crisis management and business continuity plans; defines and maintain a reporting system, communicating relevant information to appropriate levels; defines security training requirements for the Service; participate in tactical and strategic planning and implementation.
- Liaises with the Division of Headquarters Security and Safety Services at Headquarters and other relevant UN agencies, embassies, local authorities in Ethiopia and other stakeholders at the UN HQ and at the UNECA to ensure efficient provision of security services.

¹ For eligibility and other conditions, please see the Notes at the end of this form.

- Effectively manages human, financial and material resources of the Security and Safety Service; participates in the budget preparation and monitoring process on a scheduled basis; oversees procurement arrangement and contract activities of the Service, including timely provision of supplies and equipment and timely initiation of service contracts for repair and replacement of UNSSS installations; manage the central inventory of property of the Service.
- Supervises and coordinates security operations throughout the UNECA premises and plans, organizes and coordinates security coverage for special events such as large conferences, etc, provides security briefings and training for staff and security officers; assists and advises the Chief of Security Service with investigations including those into staff misconduct.
- Perform other work related duties as and when required.

COMPETENCIES

Professionalism: Has demonstrated expertise in security management and physical security. Has expert knowledge in the field of crisis management and business continuity. Is able to deal effectively with stress factor when encountered in security management. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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.

Planning& Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently

QUALIFICATIONS

Experience:

A minimum of five (5) years of progressively responsible experience in security, risk or disaster management in the public or private service areas, such as national security, military or police, or in a corporate environment is required. Command or management experience in the public or private or corporate sector is required. Field experience in Security Management System within the United Nations or similar International Organizations is desirable. Experience in the management of security and safety services within the United Nations system or similar international organization is desirable.

Education:

Advanced university degree (Master's Degree or equivalent) in Disaster or Emergency Management, Political Science, Military Science, Public Administration, Law Enforcement, Law or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Languages:

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

Other Skills:

ADDITIONAL COMMENTS

IMPORTANT: Complete the application, P-11 form, available on the www.uneca.org webpage. No other version of CV will be accepted. All applications must be sent to RecruitmentPPost@uneca.org to receive consideration for employment.

When sending your application, please state in the subject line which position you are interested in as indicated below. Do NOT send general applications.

The human resources office will evaluate your application to ensure that you meet the minimum qualifications of the position and will provide the hiring manager with a list of eligible candidates.

Only those applicants who are being considered will be contacted for an interview.

UNECA is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply."

DOCUMENTS REQUIRED:

- Cover Letter**
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)**
- Proof of required academic credentials (for external applicants)**
- Employment verification letter from most recent employer (for external applicants)**
- Last two completed Performance Appraisal or two Reference Letters for external applicants**
- Other:**

ALL SUBMISSIONS TO BE SENT TO: RecruitmentPPost@uneca.org

Subject line: - Temporary Job Opening – Deputy Chief of Security and Safety Service, P-3 - Ref. No. HRSS/15/10/1435/kt

Notes:

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and [ST/AI/2010/4/Rev.1](#). A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.
- For information on special post allowance, please refer to [ST/AI/1999/17](#). For more details on the administration of temporary appointments please refer to [ST/AI/2010/4/Rev.1](#).
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English .