

United Nations  Nations Unies

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REFERENCE: DSS/EO/2008/01

The Secretariat of the United Nations presents its compliments to the Permanent Mission of Japan to the United Nations and has the honour to inform it that, as part of the ongoing efforts to strengthen and unify the security management system of the United Nations, the Department of Safety and Security is undertaking a recruitment campaign to recruit and build up a roster of qualified candidates that will be used for filling current vacancies and to create a roster with successful candidates for future vacancies.

A generic vacancy announcement has been advertised in the UN Galaxy website (<http://jobs.un.org>) to attract and recruit qualified candidates to perform the functions of a security officer at the entry level in the New York Headquarters office. It is essential for the Department to fill the posts with highly qualified security personnel.

The Department of Safety and Security would like to request, in this regard, the Permanent Mission's good offices to assist in disseminating the vacancy announcement to qualified candidates from Japan who have experience in the security field or with any law enforcement group. It would be most appreciated if, in particular, Japan could help the Department to identify female candidates who fit the requirements of the advertised vacancy announcement. To be considered, all qualified candidates should apply through Galaxy at the earliest opportunity. Candidates must undergo a written test for security officers, interviews, a medical examination, psychological and substance abuse testing. No travel expenses to attend interviews, obtain visas or relocation outlays will be reimbursed. Successful candidates will be placed on the roster and eventually may be offered a six-month initial appointment. Appointments will be on a local basis. Employment is offered on a fixed-term basis with the possibility of extension based on satisfactory performance and subject to obtaining the appropriate drivers and firearms licenses.

A copy of the vacancy announcement for S1, Security Officers, describing the functions, duties, competencies and qualifications required for the post is attached.

The Secretariat wishes to express its most sincere appreciation to the Permanent Mission for any support that it may be able to provide to the United Nations Department of Safety and Security in this recruitment campaign.

16 April 2008

S. B.

Annex enclosed

Security Officer, S-1

DEADLINE FOR APPLICATIONS: Open
DATE OF ISSUANCE: 27 Mar 2008
ORGANIZATIONAL UNIT: Department of Safety and Security
DUTY STATION: New York
VACANCY ANNOUNCEMENT NUMBER: 08-SEC-DSS-417394-S-NEW YORK

Appointment against these vacancies is on a local basis. No travel expenses to attend interviews, obtain visas or relocation outlays will be reimbursed. Candidates must undergo a written test for security officers, interviews, a medical examination, psychological and substance abuse testing. Employment is offered on a fixed-term basis with the possibility of extension based on satisfactory performance and subject to obtaining the appropriate drivers and firearms licenses.

Remuneration

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

[More Info](#)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity**Responsibilities**

Within limits of delegated authority, the Security Officer will be responsible for the following duties: Provide security coverage at entry points throughout the United Nations premises and at the annex buildings to prevent entry to unauthorized persons and the unauthorized removal of UN property; Screen all personnel, packages and vehicles entering the premises including clearance through metal detectors and by use of x-ray equipment; Identify and retain custody of any weapon found at entry points with authority to either confiscate or return it upon the owner's departure from the premises; Conduct exterior, garage, garden and watch-tour patrols within the Headquarters district and at the annex buildings for the purpose of intercepting unauthorized persons attempting to gain entry to the premises; Provide information and directions to all persons associated with the Organization, including visitors; Control, identify and clear pedestrian and vehicular traffic entering and exiting the premises; maintain log books and records as required; Maintain alertness for any potential or actual breach of security and any disturbance or unusual activity and report these and all security, fire and safety violations to the Security Control Centre; Ensure that all UN property being carried from the complex is checked for appropriate documentation; Perform other related duties as assigned.

Competencies

Professionalism - Demonstrates professional competence and mastery in Security. Conscientious and efficient in meeting commitments, observing deadlines and achieving results. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. **Client Orientation** - Treats clients with a professional and courteous attitude; demonstrates ability to work effectively in a stressful environment; sees the situation from the client's perspective. **Technological Awareness** - Working knowledge of computer hardware and software programs used by the Service. **Teamwork** - Ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment. Relates to others with sensitivity and respect for diversity; promotes gender balance and places the priorities of the Service before a personal agenda. **Communication** - Effective oral communication skills and demonstrated ability to explain UN security policies and procedures. Maintains a high sense of confidentiality.

QUALIFICATIONS**Education**

Graduation from high school (secondary school) is required.

Work Experience

Candidates must have a minimum of two years of experience with a civilian police force or three years with the military police or security related military experience. Candidates holding a relevant first level university degree with a minimum of 18 months experience in the security field will also be considered.

Languages

English and French are the working languages of the United Nations Secretariat. For these posts, good oral and written skills in English are required. Knowledge of other official languages of the Organisation (Arabic, Chinese, French, Russian, Spanish) is an asset.

Other Skills

Applicants should be between 22 and 35 years of age. Must be mentally and physically fit. All duties are performed in uniform. At times, however, the officer may be required to perform duties in civilian clothes. Duties may require long periods of standing, working evenings, overnights and on weekends. The officer is required to obtain and maintain appropriate host country licenses, including, but not limited to, pistol and vehicle operator licenses. Officers are also required to meet all UN firearms qualification standards. Computer skills, investigative skills, hazardous materials skills, close/personal protection skills are an asset.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). English and French are the two working languages of the United Nations Secretariat. The United Nations Secretariat is a non-smoking environment.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

How to apply

All applicants are strongly encouraged to apply online as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement. Because applications submitted by United Nations (UN) staff members are considered first, provided the eligibility requirements set out in ST/AI/2002/4 are met and the application is submitted in a timely fashion, staff members should apply within 15-day or 30-day mark.

Online applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please go to "My UN" page and check the status of your application by clicking on "View Application History", and resubmit the application, if necessary.

1. To start the application process, applicants are required to register by opening a "My UN" account. Go to Login, and Register as a User. Fill in the form and choose a User Name and Password.
2. After opening the account, applicants may apply for vacancies using the Personal History Profile (PHP) provided. Once the PHP has been completed for a particular vacancy, it can be saved and used for future applications. The PHP may be updated, when necessary, for future applications.
3. In completing the PHP, please note that all fields marked with an asterisk must be completed.
4. UN staff members must submit scanned copies of their two latest Performance Appraisal System (PAS) reports at the time of application to the appropriate Human Resources Office (HRO)/Personnel Office (PO) to the email address below, clearly indicating the vacancy announcement number. In case you have no access to the digitizing equipment, please submit hard copies of the two latest PAS reports to the relevant HRO/PO via fax.

E-mail: gsapplications@un.org,

Fax: 1-917-367-0586

Please see the Frequently Asked Questions, if you encounter problems when applying.