

الأمم المتحدة  
اللجنة الاقتصادية والاجتماعية لغربي آسيا

UNITED NATIONS  
Economic and Social Commission  
for Western Asia



NATIONS UNIES  
Commission économique et sociale  
pour l'Asie occidentale

Date of issuance: 30 October 2009  
Deadline Date: 31 December 2009

VACANCY ANNOUNCEMENT

External/Internal

Functional title: Security Officer

Grade  
G-3

Office: Security and Safety Section

Recruitment against this post is on temporary appointment (General Temporary Assistance – GTA).  
Extension of appointment is subject to availability of funds.

**CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

**DUTIES AND 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; 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.

**QUALIFICATIONS:**

**Education:** High school certificate (Baccalaureate) is required. A relevant degree in the Security field is an advantage.

**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 formal work experience in the Security field will also be considered.

**Languages:** English and French are the two working languages of the United Nations Secretariat. For this post, fluency in both written and spoken English and Arabic are required; knowledge of French 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 meet all UN firearms qualification standards. Computer skills, investigative skills, hazardous materials skills, close/personal protection skills are an asset.

Applications of qualified female and male candidates are equally welcome.

Applicants meeting the requirements of the post will be invited for written and practical tests. Candidates with satisfactory test results will be interviewed by a panel.

**All applicants should complete a Personal History (P-11) and submit it to: [employment-escwa@un.org](mailto:employment-escwa@un.org) by mentioning the functional title of the vacancy, no later than 31 December 2009. Applications received after the deadline will not be accepted. Only short-listed candidates will be contacted.**

**Applications will only be accepted when they correspond to specific vacancy announcements.**

**ESCWA is a smoke-free environment.**