


REQUEST FOR CLASSIFICATION ACTION (for DFS use ONLY)

The identified job description is submitted for classification review.

POST NUMBER Multiple		FUNCTIONAL TITLE Associate Security Coordination Officer	
REASON FOR CLASSIFICATION	<input type="checkbox"/> POST TO BE AUTHORIZED	POST ENCUMBERED BY:	
	<input type="checkbox"/> VACANCY ANNOUNCEMENT	EX-INCUMBENT:	
	<input type="checkbox"/> REVISION OF DUTIES		
	<input type="checkbox"/> PROPOSED CHANGE IN GRADE		
	<input type="checkbox"/> OTHER (SPECIFY):		
	In case of recruitment: Is post reserved for target groups? If yes, specify:	<input type="checkbox"/> YES	<input type="checkbox"/> NO

The following previously classified job descriptions are replaced in full or partly by this job description:

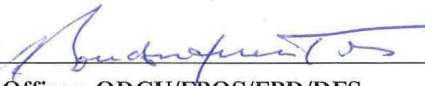
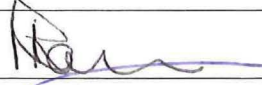
Comments:

Signature of Administrative Officer:  Name: Hada Hannica
 Date: (d/m/y) 18/02/2016 Mission: UNHCR

CLASSIFICATION NOTICE

JOB DESCRIPTION NO.
JD/CP129NPO

The classification of post is approved as follows:

Functional Title: Associate Security Coordination Officer
 Occupational Code: 1.A.03.d – Job Code 8315
 Classification Level: NO-B
 Comments: _____
 Classification Officer:  Hector Rondon-Fuentes, Human Resources Officer, ODCU/FPOS/FPD/DFS
 Classification Officer:  Khadizatun Mukti, Human Resources Officer, ODCU/FPOS/FPD/DFS
 Chief, Organizational Design and Classification Unit, FPD/DFS: Morteza Mirmohammad, Chief ODCU/FPOS/FPD/DFS
 For the Director, Field Personnel Division,/DFS: Chaste Abimana, Chief FPOS/FPD/DFS
 Date: 23/3/16

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INSTRUCTIONS FOR COMPLETING JOB DESCRIPTION (FORM P.148)

General: Complete all sections of this document accurately in clear, concise language. If a question is not applicable, then mark **n.a.** Describe the work and the factors required of the post and not the characteristics, performance or qualifications of the incumbent. Attach additional sheets if necessary.

Particular sections of the form:

Section A:

1. Identification of the post: ensure the official nomenclature is used.
Office code: please use the most specific one.
2. Organizational setting: Ensure the organization chart is consistent with the information indicated in 3.1 and 3.2. The organization chart should indicate all posts that are superordinate, subordinate and co-ordinate to the post being described, and should clearly identify each post, for example by using incumbent name or post number.
5. Each post is responsible for generally four or five major duties. These duties should be presented in order of importance with a detailed explanation of how the duty is achieved. Miscellaneous tasks which take only a small percentage of time can be grouped and listed together. The following examples indicate two major duties and an explanation of how the work is accomplished.

"Co-ordinates all actions required for the effective implementation of technical co-operation projects by: 30%

- (a) monitoring project implementation at all stages, including the analysis of implementation difficulties and initiating remedial action;
- (b) preparing and/or reviewing documents and revising as required;
- (c) requesting actions for recruitment of experts and placement of fellowships and ensuring satisfactory and expeditious completion of action;
- (d) reviewing requisitions for procurement of equipment with substantive offices and following up on the status of purchase and delivery;
- (e) preparing and/or reviewing various project reports, i.e. periodic progress reports, technical contractors' agency terminal reports, and, as requested, project status reports, fiscal reports and briefing notes;
- (f) arranging for the completion of projects and ensuring all documents and books are finalized.

or

"Assists the Section Chief in administering the daily operations of the section by: 20%

- (a) reviewing incoming correspondence, documents, and transactions, forwarding to appropriate unit, ensuring prompt action is taken, and following up on the status;
- (b) reviewing and approving documents, correspondence and authorization prepared by staff to ensure consistency in the application of rules and regulations;
- (c) reviewing in detail the most complex cases and recommending disposition;
- (d) acting as certifying officer and certifying non-routine obligating documents and authorizations;
- (e) investigating and preparing all documentation for appeals to the Administrative Tribunal."

7. Decision making and consequence of errors: In general, decision making is considered as a commitment to a course of action that is not subject to detailed review. To make recommendations on the other hand requires the suggestion for courses of actions and implies that the post does not have complete or final responsibility.

Section C:

The signatures on the form confirm the certification as indicated. They do not necessarily imply full agreement on the nature of the assignments nor do they imply any decision concerning the grade level of the post.

DO NOT WRITE IN THIS SPACE

DATE RECEIVED: _____
OFFICERS: _____
LEVEL: _____

SECTION A: May be completed by the incumbent of the post

1. IDENTIFICATION of the post:

1.1 Department/Secretariat/Office **Field Mission/s**

Division/Centre

Branch/Service **Security**

Section

Unit

Office Code:

1.2 Functional Title: **Associate Security Coordination
Officer**

Post Number: **Multiple**

Duty Station: **Multiple**

Occupational Code: **I.A.03.d**

2. a) ST/SGB/Organization Reference:

b) Programme Budget Reference:

3. **ORGANIZATIONAL SETTING:** Attach a complete and current organization chart for the organizational structure of the post being described. Indicate clearly the work relationships to other posts.

3.1 Professional posts DIRECTLY supervised:

<u>Functional Title</u>	<u>Classification Level</u>	<u>Number of Posts</u>
Assistant Security Officer	NOA	0-2

Total number of professional posts supervised *directly*, and through subordinate supervisors:

0-2

3.2 Total number of posts in other categories supervised:

2-4

3.3 Title and classification of supervisor's post:

Chief/Field/Security Officer P-3/P-4

4. **Summary of the assigned duties:**

These positions are located in the United Nations Field Peacekeeping Operations, Special Political Missions, Service Centres and Offices as applicable. She/he effectively supports the coordination of the safety and security of UN staff, UN property, project personnel and eligible dependents in field duty stations. She/he serves as a member of interdisciplinary team on matters of non-routine nature; she/he assists higher grade Security Officers in establishing policies and procedures for reviewing crisis situations and preparing contingency plans for emergencies; she/he assists in identifying and recording United Nations assets and number of staff and dependents to be protected and estimates number of guards required; she/he ensures that staff members and their dependents are kept fully informed on matters affecting their security and safety.

5. Describe the main DUTIES AND RESPONSIBILITIES of the post, indicate WHAT is done and HOW it is done. Duties should be presented in order of importance. Please indicate the appropriate percentage of time devoted to each duty to total 100%. %

Within delegated authority, the Associate Security Coordination Officer may be responsible for the following duties

- Prepares and maintains a draft security plan for the Mission for a specific area within the overall Mission area of operations, including all aspects related to elaboration, development, implementation and updating of the plan; 30
- Establishes and maintains close relations with host country security agencies and acts as liaison between the senior security professionals and the host country services, to discuss potential problems and plan possible methods of resolution;
- Maintains dialogue with authorities and international institutions such as Red Cross/Red Crescent in the event of natural disasters;
- Serves as a member of interdisciplinary team on matters of non-routine nature, such as mine removal, evacuations, medical emergency, kidnapping, arms attacks, arrest and detention, or hostilities that threaten the safety of staff and dependents; 30
- Supports the on-going evaluation of air, land and sea evacuation routes and resources for use in emergencies, ensuring the availability of vehicles, aircrafts, vessels, fuel supply and assessable roads;
- Ensures that fire detection devices and fire-fighting equipment are available on the premises. Maintain fire evacuation plan and conducts fire drills and training as necessary;
- Conducts routine security surveys of office and residential areas and premises; 20
- Conducts physical security inspections of facilities, issuance of identity cards, if possible background checks and entry control;
- Assists in identifying and recording United Nations assets and number of staff and dependents to be protected and estimates number of guards required;
- Ensures that staff members and their dependents are kept fully informed on matters affecting their security and safety;
- Investigates and prepares reports on minor cases of theft, illegal entry, assault or other incidents when the extent of the infraction is readily determinable; 15
- Assists higher grade Security Officers in establishing policies and procedures for reviewing crisis situations and preparing contingency plans for emergencies;
- Ensures availability of emergency communications system by making periodic checks to determine if system is functioning properly, arrange for necessary repairs or adjustments;
- Assists in the recruitment, training and supervision of local security guards;
- Performs other duties as required. 5

6. Indicate the WORK RELATIONSHIPS required with persons outside the immediate work unit:

6.1 Inside the regular Secretariat and/or the Mission, including UNCTAD, regional economic commissions, etc.

Functional Title and Classification

Security Officer in the field and Senior Security Coordination Officer in the Department of Safety and Security (if present) or senior DPKO, DFS or DPA security professional.

Purpose and Frequency

She/he undertakes and reports violation of security matters, illegal activities, accidents/incidents, complaints and allegations of misconduct. She/he reports all information received from host country and conveys all messages received.

6.2 Outside the Secretariat and/or the Mission, for example, UNDP, UNHCR, specialized agencies, delegations, government officials, etc.

Title and Level

Appointed liaison personnel of host country security and intelligence services.

Purpose and Frequency

She/he liaises with a view to gathering useful security information from the host country; carries over information and messages from the senior security professional in the Mission; receives messages from the host country; answers questions; and acts as interpreter for the senior security professional where required.

7. DECISION MAKING AND CONSEQUENCE OF ERROR

7.1 Describe the type of decisions regularly made and the IMPACT of those decisions.

The incumbent makes decisions concerning the content and messaging of information conveyed to host country authorities; and implementation of security tasks received. The impact of these decisions is enhancing the safety and security of UN personnel and eligible dependants.

7.2 Describe the type of recommendations made.

The incumbent makes recommendations on how to approach host country military, security and intelligence authorities; recommendations on the implementation of security mitigation measures in the local context; recommendations on security training for international staff and dependents in the local context.

7.3 Describe the consequence of errors

Reputational risk to the UN if the wrong message is conveyed to the host country authorities, or host country messages are incorrectly conveyed to the senior security professional; and safety and security risk to UN personnel.

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8. Indicate the GUIDELINES and directives available; describe the INTERPRETATION OF and DEVIATION FROM existing guidelines, and the authority to establish new guidelines.

UN Security and Safety Regulations and SOPs; DPKO Field Security Manual; Firearms Training Policy; Evacuation Policy; and DSS directives. Guidelines available can be applied to most problems and supervisor provides direction where guidelines do not apply specifically.

SECTION B : *To be completed by the SUPERVISOR of the post.*

1. Define the goals and objectives of the post.

To effectively support the safety and security of UN staff, UN property, project personnel and eligible dependents in field duty stations; enhances the credibility of the United Nations as an instrument of peace and justice.

2. Describe the type and extent of supervision given to the post.

The purpose and desired results of the work are normally indicated through existing directives while difficult cases may be discussed beforehand with the supervisor to ensure that all relevant facts and considerations are taken into account. Work in progress is discussed with the supervisor to obtain support in the resolution of unexpected problems.

3. Indicate the minimum knowledge, abilities and skills *required* to perform the assigned duties of the post.

- 3.1 Level and FIELD OF STUDY of university or equivalent training; and the degree of specialization required:

An advanced university degree in security management, information management or business administration, political/social science or international relations with focus on security management.

A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. A diploma from a recognized military or police academy in combination with four additional years of qualifying experience may be accepted in lieu of a first level university degree.

- 3.2 Length and type of practical experience required at the national, and if so required, at the international level:

A minimum of two to three years of progressively responsible experience in investigations, military, police, security management preferably in the police or military context or related area.

- 3.3 Language(s) proficiency required:

English and French are the working languages of the United Nations Secretariat. Fluency in English or French, (both oral and written) is required; knowledge of the other is desirable.

4. If the job description is to be used for requesting a review of the classification level, indicate the changes that have occurred in the duty assignment.

N/A

SECTION C: Signatures

SIGNATURE OF INCUMBENT: _____

DATE: _____ NAME: _____

SIGNATURE OF SUPERVISOR (Certification of Correctness of job description):  _____

DATE: 15/2/2016 NAME AND TITLE: BRODEW THANGJAM OSM-Sec

SIGNATURE OF SECOND LEVEL SUPERVISOR (Authorization of approval):  _____

DATE: 15 Feb 2016 NAME AND TITLE: Adrian Bezuidenhout, FPS, OPRK-DFS

Additional Comments: