



United Nations

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

Vacancy Notice

Position title: Field Security Assistant (FSA)

Contractual Arrangement: Special Services Agreement (SSA), contract issued by World Health Organization (WHO)

Contract Duration: 9 Months with the possibility of extension

Job Posting: February 27, 2023

Closing Date: March 13, 2023, midnight

Location: Moscow, Russian Federation

Schedule: Full-time

Remuneration: RUB 136,823 per month

GENERIC JOB PROFILE

Organizational Setting and Reporting Relationships: This position is located in the Security Office and solely funded through the Locally Cost Shared Security Budget (LCSSB). Under the overall guidance and supervision of the UNDSS Security Adviser (SA) and directly supervised by, and reporting to, the UNDSS Field Security Associate (FSA GS-6), the Field Security Associate (FSA GS-5) assists in the implementation of security operations and all matters relating to the management of safety and security of UN personnel in the Area of Responsibility (AoR). FSA LCSSB has an indirect reporting line link to the WHO Representative as the overall contract manager.

Responsibilities: Within limits of delegated authority and depending on location, Field Security Associates at this level may be responsible for the following duties:

1. Assists the SA/FSA in collecting, updating and communicating information regarding the security situation in the AoR:

- Liaises and coordinates, as appropriate, with the host government security organizations and/or personnel, including national and local provincial authorities, military, and police officers, as well as non-governmental organizations in the area of operation;
- Helps to assess the security situation at the duty station and ensures adequate gathering and verification of security information that may be required for a proper analysis of the situation;
- Communicates information on security issues to the heads of United Nations agencies and provides host country security advice to UNDSS, as required;
- Maintains regular contacts with Security Focal Points of UN agencies;

- May be requested to provide technical assistance at Area/Security Management Team meetings.
2. Assists in maintaining the Security Plan, including updating staff lists:
 - Helps in the preparation and review of the UN Security Plan;
 - Supports actions during the implementation of the Security Plan, as required.
 3. Assists with the monitoring of the security measures implementation as recommended in the Security Risks Management (SRM) process for the AoR.
 4. Assists in reporting security incidents affecting UN staff, offices and assets, and assists in the preparation of security reports, such as the Security Incident Report and other Security Assessments.
 5. Provides support in organizing and conducting training courses on security awareness and preparedness and providing security orientation to newly assigned staff members. Conducts security briefings, as required.
 6. Performs other security-related tasks:
 - Provides support in conducting security evaluations and provides advice on Residential Security Measures of UN staff, as well as on latest trends and threats to staff safety and security;
 - Establishes and maintains warden system and keeps update of information related to UN offices and residences;
 - Acts as On Call Security Focal Point for the UN community when required;
 - Maintains liaison with commercial companies used for UN security at offices and residences in order to facilitate the effective and efficient use of the guard force.
 7. Provides general administrative assistance:
 - Maintains routine and confidential correspondence files/documents;
 - Maintains a database on contact details of host country security authorities;
 - Arranges appointments, receives visitors, places and screens telephone calls with discretion, and takes minutes and/or notes at meetings.
 8. Performs other duties as assigned.

Work implies frequent interaction with the following:

Local officials and law enforcement personnel
Local accredited security corporation/establishment
Security Coordination Officers in the Office of the Department of Safety and Security
UN Security Management Team
Security Officers, Administrative Officers and other senior officials in the field mission, headquarters,
UN staff members and eligible dependents in the area of responsibilities
UN Security Management System focal point in the area of responsibilities
Operations Officer of World Health Organization (WHO)
UN Departments and Offices

Results Expected: Effectively and independently supports the accurate and timely implementation of the overall UN security programme at the country level.

Competencies:

- **Professionalism** — Knowledge of security management combined with background in security; Ability to make quick decisions in emergencies or when rapid response is required; Ability to communicate complex concepts orally; Ability to contribute to assessments, reports, and other papers on security issues; Ability to apply UN rules, regulations, policies and guidelines in work situations; 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.
- **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.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit where applicable.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications:

Education: High school diploma or equivalent is required. University Degree is desirable, but it is not a requirement. Appropriate testing, as determined by the Secretariat may be required.

Experience: Five (5) years of work experience in security, risk or disaster or emergency areas with security responsibilities, in the public or private service areas, such as national security, military or police, or in a corporate environment is required. Prior experience with the UN system or an international NGO is desirable.

Language: Fluency in English and Russian is required.

Other: Duty travel within the Russian Federation territory may be necessary for operational needs. Candidates should be ready to perform tasks outside of Moscow as and when required

Additional Information:

- Only candidates under serious consideration will be contacted.
- If your candidature is retained for interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review.
- WHO is committed to workforce diversity.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- Applications from women and from nationals of non and underrepresented Member States are particularly encouraged.
- WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the WHO Values Charter into practice.
- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.
- Contractors under SSA shall perform the work as independent contractors in a personal capacity, and not as a representative of any entity or authority. The execution of the work under an SSA does not create an employer/employee relationship between WHO and the Contractor.
- WHO shall have no responsibility whatsoever for any taxes, duties, social security contributions or other contributions payable by the Contractor. The Contractor shall be solely responsible for withholding and paying any taxes, duties, social security contributions and any other contributions which are applicable to the Contractor in each location/jurisdiction in which the work hereunder is performed, and the Contractor shall not be entitled to any reimbursement thereof by WHO.

How to apply:

Interested candidates are invited to submit their applications, Curriculum Vitae (Personal History Form) and Cover Letter via eurorusbids@who.int, by 13 March 2023 midnight as the latest, referring to this advertisement.