

**United Nations Mission in Liberia  
(UNMIL)**

**Vacancy Announcement- Internal**

<b>Vacancy#:</b> UNMIL-SUB-SEC-17-2271	<b>Deadline:</b> 27 February 2017
<b>Post Title:</b> Security Guard (1 Position)	<b>Level:</b> GL-4
<b>Organizational Unit:</b> Security	<b>Location:</b> Monrovia
<b>Gross Salary Per Annum:</b> US\$12,862.00	<b>Post #:</b> 57690
<b>Initial Appointment for three (3) months subject to operational requirements and satisfactory performance</b>	
<p>UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Personnel Office and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. <b>Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.</b></p>	

**Description of Main Duties:**

Under the overall command of the Chief Security Advisor and the direct supervision of the Guard Force Supervisor and Security Operations Duty Officer, the incumbent will be responsible for the following duties:

- ☐ Provide security coverage of entry points throughout the UN premises to prevent entry to unauthorized persons and the unauthorized removal of UN property.
- ☐ Screen all personnel, packages and vehicles entering/leaving the UN premises, ensuring that all persons authorized to carry weapons to UN compounds and installations clear their weapons at the weapons clearing point provided before entering UN compounds and installations.
- ☐ Prevent all unauthorized persons with arms/explosives and lethal weapons from entering UN compounds and installations;
- ☐ Provide information and directions to newly arrived mission personnel and visitors, assisting them to locate the offices and the staff members they are looking for.
- ☐ Conduct routine perimeter and compound foot patrols of the UN premises for the purpose of intercepting unauthorized persons attempting to have gained entry to the premises.
- ☐ Report all abnormalities, security, fire and safety violations observed during the tour of duty immediately to the Security Operations Duty Officer through the Team Leader.
- ☐ Control, identify and clear pedestrian and vehicular traffic entering and exiting the UN premises, maintaining log books and records as required.
- ☐ Safeguard all UN vehicles at UN car parks and direct/control traffic during peak hours as necessary.
- ☐ Ensure that all UN property being carried from the complex is checked for appropriate documentation.
- ☐ Maintain alertness for any potential or actual breaches of security and any disturbances or unusual activity; and report these immediately.
- ☐ Provide details of all incidents that take place at the duty post during the incumbent's tour of duty to the Investigating Security Officer and assist in the investigation.
- ☐ Ensure cleanliness and serviceability of all post equipment at all times and report any damage, loss or malfunction to the Team Leader immediately.
- ☐ Undertake escort duties and any other duties as may be assigned and/or directed by the Guard Force Supervisor through the Operations/Duty Officer.

**Competencies:**

- ☐ **Judgment and Decision Making** – Demonstrated sound judgment in resolving operational issues/problems.
- ☐ **Accountability** – Operates/functions in compliance with service rules, regulations, policies and procedures. Takes ownership of all responsibilities and actions.
- ☐ **Client Orientation** – Professional and courteous attitude and demonstrated ability to work effectively in a stressful environment. Understands that those provided service are clients and seeks to see things from a client perspective.
- ☐ **Technology Awareness** – Working knowledge of computer hardware and software programs applicable to the service.
- ☐ **Communication** — Effective oral communication skills and demonstrated ability to explain UN security policies and procedures. Maintains a high sense of confidentiality.

- **Teamwork** – Ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance. Places the priorities of the Service before personal agenda.

**Qualifications and Experience:**

- **Education:** High School certificate/diploma or equivalent with supplemental security training.
- **Experience:** A minimum of 4 years of progressively relevant work experience in the field of security.
- **Languages:** Good oral and written skills in English required. Knowledge of a second official UN language would be an added advantage.
- **Other Requirements:** Must be mentally and physically fit. All duties are performed in uniform. Duties may require long periods of standing.
- Must be able to drive 4x4 vehicle and be in possession of a valid driving license

**Preference will be given to equally qualified women candidates.**

**Completed detailed applications documentation as specified above referring to**

**Vacancy #: UNMIL-SUB-SEC-17-2268 should be forwarded to the attention of:**

**UNMIL Recruitment Unit, Human Resources Management Section, Star Base – Room 5**

**Please note that you can also apply by email to [unmilrecruitment@un.org](mailto:unmilrecruitment@un.org)**