



<b>Job Opening for Field Security Radio Operator/ UN Security UNSMIL-GS-4-03/2017 (Open for 15 days)</b>	
	Field Security Radio Operator
<b>Level:</b>	G-4
<b>Available Posts:</b>	6 Positions
<b>Duty Station:</b>	Tripoli
<b>Section:</b>	Security Section
<b>Date of Issue:</b>	22 May 2017
<b>Deadline for applications:</b>	05 June 2017
<b><u>Women candidates are strongly encouraged to apply to the mentioned position</u></b>	
<b>HOW TO APPLY:</b>	<b>STEP 1:</b> Interested applicants should submit the United Nations Personal History Form (P11 obtainable at the following web site: <a href="http://tinyurl.com/unsmil-p11">http://tinyurl.com/unsmil-p11</a> )
	<b>STEP 2:</b> Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to <a href="mailto:unsmil-hrstaffing@un.org">unsmil-hrstaffing@un.org</a> copy to <a href="mailto:divinep@un.org">divinep@un.org</a> and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL-GS-4-03/2017)
<b>Job Description:</b>	<p>This Position is located in the Security Section (UNSMIL). Under the overall supervision of the Chief Security Adviser (CSA), the responsibilities of the Field Security Radio Operator include (but are not limited to) the following duties:</p> <ul style="list-style-type: none"> <li>• Conducts radio checks with all the Security Guards on duty daily;</li> <li>• Conducts radio checks with all International Security Officers at designated hours daily (including the weekends and holidays)</li> <li>• Conducts radio checks with all International Staff and Re-locatable National Staff including UN Agency Staff and Visitors at designated hours daily</li> <li>• Monitors various radio channels and reports all the security incidents to the Security Duty Officer</li> <li>• Assists in broadcast of all security related information to Mission Staff Members via various radio channels as directed by the Security Duty Officer</li> <li>• Provide assistance to all UN staff and staff of other affiliated organisations who may need assistance through radio channels and telephones</li> <li>• Advises all radio users who stray to the security channel with the matters not related to security to switch to the proper channel</li> <li>• Responds to all telephone calls coming in to the radio room and directs the person to appropriate section</li> <li>• Maintains control of all spare keys to Mission Offices. Registers withdrawal and return of all keys in the key register log-book.</li> </ul>



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	<p>Maintains the key control register</p> <ul style="list-style-type: none"> <li>• Assists in recording and maintaining all activities occurring during his/her shifts</li> <li>• Assists in maintaining updated list of all emergency contact numbers</li> <li>• Assists in maintaining the telephone numbers and call-signs of all senior security personnel, International and National staff members including UN Agencies and Visitors</li> <li>• Assists in maintaining and familiarising self with the weekly/ monthly duty rosters for the various sections of the Mission</li> <li>• Maintains all equipment assigned to the Radio-room</li> <li>• Reports any damages to any equipment assigned to Radio-room and arranges for the repairs of such equipment</li> <li>• Performs other related duties as tasked by the supervisor</li> </ul>
<p><b>Competencies:</b></p>	<p><b>Professionalism:</b> 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.</p>
	<p><b>Teamwork:</b> 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.</p>
	<p><b>Communication:</b> 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 the audience; Demonstrates openness in sharing information and keeping people informed.</p>



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Qualifications	<p><b>Education:</b> High school diploma or equivalent is required The Field Security Radio Operator work involves the provision of support under the security programme and some training is necessary in order to ensure that s/he can also follow the established procedures in the event of a security or safety emergency. Specific technical training as radio operator is desirable.</p> <p><b>Experience:</b> A minimum of 3 years of experience in security is required. A minimum experience of 1 year as radio operator is required. Experience as radio operator in international organizations and/or in armed forces is desirable. Knowledge of security rules, regulations and the procedures of the UN including the fire safety and the First-aid procedures, as well as standard security and safety procedures.</p> <p><b>Language:</b> English and French are the working languages of the United Nations Secretariat. For the post advertised fluency in oral and written English and Arabic is required.</p> <p><b>Women candidates</b> are strongly encouraged to apply to the mentioned position.</p>
Additional information	<p>Due to the high volume of applications received, <b>ONLY</b> those applicants who are short listed will be notified. <b><u>Incomplete applications or applications received after the deadline will not be considered.</u></b></p> <p>The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.</p>