

Vacancy Announcement

Vacancy No.	VA-024-2017-FT	Issue Date:	22 June 2017
		Deadline:	10 July 2017
Post Title:	Local Security and Administrative Assistant	Type of Contract:	FTA
		Level:	(G5)
Duration:	Six months (extendable)	Location:	UN-Habitat Iraq Programme Office, Erbil

BACKGROUND

The United Nations Human Settlements Programme, UN-Habitat, is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. UN-Habitat has been active in Iraq since 1996 under the Oil for Food Programme. After 2003, UN-Habitat was largely engaged in early recovery efforts, particularly those supporting internally displaced persons (IDPs) through the provision of shelter and reconstruction solutions. UN-Habitat follows a multi-dimensional and coherent approach in tackling diverse urban issues. These range from emergency response such as providing safe and basic shelter for IDPs, to projects that aim to build and develop the capacities of local and national governments in planning and managing urbanization, to more theoretical endeavours including research and analysis on the dynamics of urbanization and the impacts of the armed conflict. The successful candidate will be a member of the Operations Team and reports to the Programme Management Officer (PMO).

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Head of UN-Habitat Kurdistan Region of Iraq Office and the supervision of the Programme Management Officer, regarding Operations duties, the **Local Security and Administrative Assistant** will be involved and responsible of the following duties:

A) Security key functions:

- Assists in maintaining the Security Plan, including updating staff lists;
- Assists in reporting security incidents affecting UN staff, offices and assets;
- MSCR (mission security clearance request) to be signed by the National Coordinator in Erbil Office and submitted to UNAMI-SSI-OPS, 24 hours in advance.
- Organizes and delivers training courses on security awareness and preparedness;
- Assists in ensuring residential (Minimum Operating Residential Security Standards – MORSS) and office safety, and security preparedness;
- 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 and other non-State actors in the area of operation;
- Communicates information on security to the heads of United Nations agencies and provides host country security advice to UNDSS in the absence of the SA, as required;
- Maintains regular contacts with Security Focal Points of UN agencies;
- Assists in maintaining the Security Plan, including updating staff lists;
- After receiving the proper training, 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;

- Establishes and maintains warden system and keeps update of information related to UN-Habitat offices and residences;
- Daily Radio check accounting for UN-Habitat staff in Kurdistan Region, as required.
- Meeting Filed Security Cell – KRI.

B) Travel:

- Create Index numbers and Mini masters in UMOJA for the participants;
- Prepare Monthly travel plan by coordinating with all programme employees based in KRI and conveys to the Local Security & Logistics Assistant in Baghdad to consolidate.
- Create in UMOJA the travel, Expense report and Stand-alone expense report for all travels in KRI.
- Coordinate with travel agents nominated by UNON to obtain tickets quotations.
- Follow-up with the Travel Unit/UNON in relation to the travel approval status and with UNON Finance Unit in relation to the payment of the ravel entitlements.
- Follow up of domestic missions, (security updates).
- Follow up on records, and updating tracking sheet.

C) General Administration:

- Check the required goods/service for offcies in Kurdistan Region and their staff, coordinate the list with the Head of UN-Habitat Kurdistan Region Office.
- Arranges for and/or attends meetings on day-to-day administatvie matters.

UN CORE VALUES AND COMPETENCIES

Professionalism: Sound analytical and problem solving skills, plus ability to handle a range of equipment used in communication.

Teamwork: Ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Planning & Organizing: Ability to work with minimal supervision, under the pressure of frequent and tight deadlines often in difficult and demanding conditions.

Communication: Excellent communication (spoken and written) skills and demonstrated ability to explain UN security policies and procedures.

Technology Awareness: Proficiency in computer software applications (Word, Excel, access and Power Point), use of office and radio communication equipment.

Client orientation: Professional and courteous attitude and demonstrated ability to work effectively in a stressful environment. Receptive towards client needs. Understands that those provided services are clients and seek to see things from a client perspective. Maintains tact and diplomacy at all times.

QUALIFICATIONS AND EXPERIENCE

- **Education:** Bsc in Business Administration, Accounting, Engineering or in any related field.
- **Experience:** At least 2-3 years' experience in security, administrative or related functions, preferably in international organizations.
- **Languages:** Fluency in oral and written English and Arabic is required. As this post is in Kurdistan Region, Kurdish language is must.

- **Other Skills:** Good computer skills and proficiency in word processing, spreadsheet, Microsoft access and other applications, Knowledge of the United Nations financial rules and regulations. Familiarity with the Management Information System (UMOJA) will be an asset.

HOW TO APPLY

- Interested candidates should complete the attached United Nations Personal History form (P.11) forward it electronically at the following email address no later than the deadline: jobs@unhabitatiraq.org
- Please indicate the **post name** and **vacancy number** only in the subject filed of your email.

Notes:

- Only short-listed candidates will be notified.
- UN-Habitat reserves the right to re-classify the post.
- Only Iraqi nationals will be considered for the post in Kurdistan, Iraq.

UN-Habitat gives paramount consideration in ensuring the highest standards of efficiency, competence and integrity in its recruitment process of personnel. To ensure fairness and transparency, selection of candidate will be made on a competitive basis through a selection panel.

UN-Habitat does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). UN-Habitat does not concern itself with information on bank accounts.