



United Nations Mission in Sudan  
UNMIS

**INTERNAL VACANCY ANNOUNCEMENT**

**IVA No. UNMIS-GS-11-005**

**IVA Issuance Date: 24 February, 2011.**

**Deadline for Applications: 23 March, 2011.**

The United Nations Mission in Sudan is seeking qualified candidates for the following post(s):

<b>Title: Senior Security Assistant (Guard Force)</b>	<b>Grade: GL – 5</b>	<b>Region: Region (please indicate preference in application): Port Sudan, (MIS890889)</b>
<b>POST OPEN FOR SUDANESE NATIONALS ONLY</b>		
<b>Women are strongly encouraged to apply<sup>2</sup></b>		

<sup>1</sup> Preference will be given to internal candidates who are at the same grade as the post being advertised, then to internal candidates one grade below the post, and finally to external candidates.

<sup>2</sup> Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming). Candidates wishing to return home are also strongly encouraged to apply.

**Duties and Responsibilities:**

The Senior Security Assistant (Guard Force) reports to Guard Force (GFU) through the GFU Security officer. The Incumbent will perform the following duties:

- To supervise all GFU supervisors and assistants under his/her command.
- Give proper guidance and insurance to guards carry-out their normal functions.
- Make sure that they perform their duties in accordance with the Guard Force SOP and Post Orders. The overall expectation is to enhance the operational efficiency of guards.
- To ensure guards are properly briefed and given the Orders of the Day at the beginning of each shift as directed by the Chief Guard Force Unit. Also to make sure that security information received from the Guard Force Management is passed promptly to all guards.
- To be the liaison between Guard Force Management and the Guards.
- To be the liaison between Guard Force Management and Local Security Authorities (Diplomatic Police and National Security)
- Conduct patrols periodically throughout the duty tour in order to visit guards and Shift Supervisors at their posts, and to ensure that each post is properly manned and that the assigned guards are available and alert.
- To provide guidance and coaching to guards, Acting Supervisors and Supervisors to improve their capacity on job performance, and to make sure that lessons learned during training Programmes are successfully implemented.

- Ensure that Shift Supervisors and guard posted at locations where signatures or login is required have recorded incidents in Occurrence/Log Books, or in/out logs.
- Information gathering on security related issues/incidents, and sharing such information with Supervisors, Duty Officers and Chief Guard Force Unit as well as offering suggestions and advice on improvement of security for UNMIS personnel and property

**Competencies:**

**Professionalism:** Ability to perform assigned duties by demonstrating a high level of integrity and professionalism. Good knowledge of security issues specially building security, access control.

**Planning and Organizing:** Ability to plan and organise work related activities of the National staff within the unit.

**Client Orientation:** Demonstrate ability to develop and maintain effective work relationships with supervisors, colleagues, other UN personnel and local authorities

**Communication:** Ability to write in a clear and concise manner and to communicate effectively orally.

**Qualifications:**

**Education:** High school diploma or equivalent. Post-secondary education at college, university or specialized training institution in office management/business administration and technical and communications skills is an asset.

**Experience:** At least five (5) years of progressive experience in Administration and Security work, preferably in security related operations. Experience with UN/NGO or other International bodies an added asset. Prior experience with the UN and/or police/military service at senior levels is an advantage.

**Languages skills:** Fluency in written and spoken English and Arabic. Knowledge other languages spoken in Sudan and/or other UN languages is an advantage.

**Other skills:** Demonstrate ability to apply good judgment in the context of assignments given. Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner. Excellent computer skills particularly in software applications will be desirable.

**Other skills:** Demonstrates ability to apply good judgment in the context of assignments given, demonstrates effective organizational skills and ability to handle work in an efficient and timely manner. Professionalism, independency, and ethical practices are highly desirable.

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**Candidates should submit with their applications the following documents:**

- 1- Cover Letter (letter of motivation or application letter);
- 2- The United Nations Personal History form ([P-11](#));
- 3- Academic Certificate(s) and/or High School/Secondary Diploma;
- 4- Birth Certificate – if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and National ID Card (the Assessment of Age on its own is not acceptable);
- 5- Three (3) letters of reference from former employers or academic instructors for external candidates;
- 6- Internal candidates must submit the two (2) most recent performance evaluations (e-PAS).

**By email:**

All applicants are strongly encouraged to apply by e-mail and MUST include ONLY the VA No in the subject line of their email.

E.g. IVA No. UNMIS-GS-11-005

General Services: [unmis-recruitmentgs@un.org](mailto:unmis-recruitmentgs@un.org)

**By Mail:**

Chief Civilian Personnel Officer, United Nations Mission in Sudan (UNMIS)  
Ebeid Khatim Street  
Khartoum, 11111,  
Sudan

**By Hand:**

UNMIS Headquarters, Khartoum or through the UNMIS Regional Offices in Juba, Malakal, Wau, Rumbek, Kadugli, Ed Damazin, Abyei and El Obeid

**By Fax:**

Outside Sudan - 00 249 187 086200

Inside Sudan - 0 187 086200