



VACANCY ANNOUNCEMENT

<u>Vacancy Announcement Number:</u>	14/GS/SSS/08
<u>Functional Title and Grade:</u>	Security Officer-Pass & ID Assistant, GS-4
<u>Department/Service:</u>	Security and Safety Section
<u>Remuneration:</u>	Starting from US\$ 10,304 gross per annum depending on relevant background and experience.
<u>Number of Positions:</u>	One
<u>Type of Appointment:</u>	Fixed-Term
<u>Duration:</u>	The initial appointment is limited to one year only. Extension of the appointment is subject to extension of the mandate and/or the availability of funds. (Initial Appointment is subject to approval of the Budget).
<u>Deadline for Applications</u>	10 April 2014

APPOINTMENT WILL BE MADE ON A LOCAL BASIS.
CANDIDATES UNDER SERIOUS CONSIDERATION WILL BE REQUESTED TO PASS TESTS AND
TO TAKE AN INTERVIEW

United Nations Core Values: Integrity, Professionalism, Respect for Diversity.
Candidates will be expected to move periodically to new functions throughout their careers
and are subject to the assignment by the Secretary-General to any of the activities or offices of the United Nations.

SUMMARY OF DUTIES:

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) provides technical assistance to the Extraordinary Chambers in the Courts of Cambodia (ECCC). The ECCC is a domestic court supported with international staff, established in accordance with Cambodian law. Under the terms of Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers will bring to trial senior leaders of Democratic Kampuchea and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom, and international conventions recognized by Cambodia, that were committed during the period from 17 April 1975 to 6 January 1979.

Responsibilities: Under the general direction of the Chief, Security and Safety Section (CSSS) and the direct supervision of the Supervisor Security Operations Centre, the incumbent is responsible for the following duties:

- Supervise, control, produce and issue UNAKRT ID cards to all UNAKRT personnel and approved contractors.
- Produce, control and issue visitor passes and other gate passes required for entry to ECCC premises
- Clear all requests for ID card/passes with the Chief, SSS before issuance.
- Maintain and update the Pass and ID database.
- Renew expired ID cards upon the renewal of contracts for ECCC staff.
- Ensure that adequate stocks of consumables are on hand.
- Train other staff in the use of the ID equipment as directed by the CSSS
- Operate access control software on the access control system terminal and program access privileges as directed by the Building Security Supervisor.
- Strictly control access to proximity cards passes.
- Performs any other duties as assigned by the CSSS.

During the interview, candidates will be asked to demonstrate that they possess the following competencies:

- **Professionalism:** Excellent knowledge of guarding and security operations, combined with a solid background of military, police or other security specialization (UN security); good technical skills to understand and consolidate the varying specializations such as electronics, communications, mechanics, weapons and other sophisticated devices encountered in premises security operations; ability to deal with



stress factors when encountered.

- **Communications:** Strong written, verbal and presentation skills and the ability to deliver information as required.
- **Planning and Organizing:** Ability to develop clear goals and prioritize activities. Monitors and adjusts plans and uses time efficiently.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals.

QUALIFICATIONS AND EXPERIENCE:

- **Education:** Minimum high school diploma and relevant field and/or military or police academy training.
- **Work Experience:** At least 4 years of substantive security or police experience with previous experience working with ID card systems and access control systems.
- **Language:** English, French and Khmer are the official languages of the ECCC. For this position, fluency in spoken and written English is essential. Knowledge of French and /or Khmer will be an advantage.
- **Others:** Knowledge of security planning and management as related to installations, combined with good technical skills in safety matters and communication equipment.

HOW TO APPLY :

Candidates are requested to complete the "Personal History Form" (P.11) available on the UNAKRT Website at http://www.unakrt-online.org/06_recruitment.htm, and submit it, in duplicate, mentioning the vacancy announcement number, to the Personnel Section, UNAKRT, to the following email address unakrt-jobs@un.org

Applications received after the deadline will not be accepted.

Due to the high volume of applications, no letters of acknowledgment will be sent. Only candidates under serious consideration will be contacted. Only the selected candidate will be notified of the result of the competition.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations-chapter 3, article 8).

This vacancy is open for Cambodian nationals only.

THE UNITED NATIONS IS A NON-SMOKING ENVIRONMENT

Date of issuance: 11 March 2014

