

## VACANCY ANNOUNCEMENT

Vacancy Announcement Number: 16/GS/SSS/04

Functional Title and Grade: Security Officer (Operations Centre Operator) G-4

Department/Service: Security and Safety Section, UNAKRT

Remuneration: Starting from US\$ 12,531 gross per annum depending on relevant background and experience.

Number of Positions: One

Duration: 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 the funds.

Deadline for Applications: 21 May 2016

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

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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.

### **Organizational Setting and Reporting Relationships:**

Under the applicable law, and in accordance with the terms of the Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers in the Courts of Cambodia (ECCC) has jurisdiction to try senior leaders 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, during the period of the Khmer Rouge regime from 17 April 1975 to 6 January 1979.

### **Responsibilities:**

Under the general direction of the Chief, Security and Safety Section and the direct supervision of the Supervisor, Security Operations Centre (SOC) and his Deputy, the incumbent will work as part of a team operating the SOC on a 24/7 basis, carrying out the following duties:

Operate base radio stations for UHF/VHF and HF radios and monitor all radio traffic for UNAKRT/ECCC staff

- Monitor and operate CCTV equipment including digital video recording equipment.
- Monitor the security alarm system and co-ordinate responses to all alarms.
- Monitor the electronic access control system and operate the system software to program access privileges and produce audit trail reports.
- Operate the ECCC telephone switchboard.

- Track field missions.
- Co-ordinate responses to all emergency situations in accordance with standard operating procedures and non-emergency situations as the situation dictates.
- Maintain daily occurrence logs.
- Deal with counter enquires.
- Assist in training National Control Room operators.
- Liaise with the National Police who perform security duties at the premises.
- Perform protection duties, when required. Under the direct supervision of the Detail Leader: Remain within the proximity of the principle at all times.
- Remain vigilant and alert in case of any threat to the protected person and act accordingly.
- Conduct all personal protection security operations as outlined in the UN personal protection manual.
- Coordinate with relevant parties to include the Security Operations Unit, when and as required.
- Operate all personal protection equipment and ensure equipment readiness.
- Carry all issued equipment while on duty.
- Possess excellent standard of punctuality and dependability of attendance.
- Maintain cleanliness, tidiness, neatness and be appropriately attired while on duty.
- Behave in a professional manner at all times.
- Perform any other duties as assigned by the Chief Security and Safety Section.

### **Competencies:**

**Professionalism:** Knowledge of UN internal security policies, processes and procedures, demonstrated ability to apply good judgment, willingness to work rotational shifts, demonstrated ability to provide quality customer/client service.

**Communications:** Ability to communicate effectively both orally and in writing. Ability to communicate information and instructions in a clear and concise manner, and to maintain good relationships with control room clients.

**Teamwork:** Ability to work effectively as a part of a team, courteous and tactful with the ability to work effectively with people from diverse national and cultural backgrounds with sensitivity and respect.

### **Qualifications:**

**Education:** High school or equivalent diploma is required. Valid driver's license is a requirement.

**Experience:** At least 4 years of security experience with police/military forces, security or fire brigade.

**Language:** UNAKRT/ECCC official languages are English, French and Khmere. For this position fluency in spoken and written English is required; knowledge of a second UN language is an advantage.

**Other:** Defensive driving training; First aid training; Excellent knowledge of Cambodian traffic laws; Knowledge of the operation of electronic security systems including use of systems software, operation of two way radio systems including radio procedures; Proficiency in standard computer applications (e.g. Lotus Notes, Word, etc); Experience and proficiency in the use of personal protection weapons, communications, surveillance equipment, and vehicles is considered an asset.

## **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](http://www.unakrt-online.org/06_recruitment.htm), and submit it, in duplicate, mentioning the vacancy announcement number, to the Human Resources Management Section, UNAKRT, to the following email address [unakrt-jobs@un.org](mailto:unakrt-jobs@un.org).

Applications from female candidates are particularly encouraged

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.

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

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Date of issuance: 22 April 2016