

Job Opening

Job Title, Level: Security Assistant, GS-5

Department/Office: UNAKRT

Remuneration: Starting from US\$ 19,904 gross per annum, depending on relevant background and experience.

Number of Positions: One (1) fixed term position

Duration: The initial fixed term appointment is up to one year, commencing 1 January 2024 subject to budgetary approval. Extension of the appointment is subject to mandate and/or the availability of funds.

Location: Phnom Penh, Cambodia

Posting period: 14 December 2023

Job Opening number: 23/UNAKRT/GS/04

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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

Org. Setting and Reporting:

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 judicial institution, established in accordance with Cambodian law, and supported by international staff. Under the terms of Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers are mandated to 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.

The subject-matter jurisdiction of the Extraordinary Chambers includes the crime of genocide as defined in the 1948 Convention on the Prevention and Punishment of the Crime of Genocide, crimes against humanity as defined in the 1998 Rome Statute of the International Criminal Court and grave breaches of the 1949 Geneva Conventions and such other crimes as defined in Chapter II of the Law on the Establishment of the Extraordinary Chambers as promulgated on 10 August 2001.

The Addendum to the Agreement between the United Nations and the Royal Government of Cambodia, which entered into force in December 2021, vests the ECCC with residual functions which commenced in 2023 upon the completion of judicial activities.

For more information about the ECCC, please visit www.eccc.gov.kh.

This position is located in the Office of Administration and the incumbent reports to the UNAKRT Administrative Officer.

Responsibilities: Under the overall supervision of the UNAKRT Administrative Officer, the incumbent is required to perform the following functions:

- Ensures that routine patrols are conducted to check security of buildings, personnel, equipment, and adherence to rules and regulations.
- Liaises with the National Police who perform security duties at the premises.
- Monitors the security alarm system and coordinate responses to all alarms.
- Receives, records, and appropriately takes action based on information received through all communication means.
- Assist in the performance of security services, including fire control and physical security of the premises, and first aid procedures.
- Assist in maintaining the Security Plan, including updating UN personnel, as well as reporting and preparing security incidents affecting UN personnel, offices, and assets.
- Maintains regular contacts with Security Wardens and Focal Point.
- Support in the preparation of VIP visits and missions as required.
- Conducts security surveys of offices and threat assessments and site surveys.
- Supports outreach work in the field including obtaining comprehensive security and prepare background papers related to incidents that affect safety in the mission.
- Perform any other duties as required.

Competencies

- **Professionalism:** Knowledge of United Nations Security policies, procedures and practices. Demonstrated sound judgment in applying technical expertise in applying United Nations Security policies, procedures and practices. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **Teamwork:** 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.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Qualification:

Education:

High school diploma or equivalent is required. A first-level university degree may be accepted in lieu of two years of required experience.

License:

A valid Cambodian driver license is a requirement.

Work Experience:

A minimum of five (5) years of experience in security operations with police/military forces, security or fire brigade. Experience in a tribunal or court setting is desirable.

Languages:

English and French are the working languages of the United Nations Secretariate. For the post advertised, fluency in English and Khmer is required. Knowledge of French is desirable.

Assessment Method

Qualified applicants may be evaluated through a competency-based interview and/or other assessment methods.

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, mentioning the vacancy announcement number, 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 acknowledgement will be sent. Only candidates under serious consideration will be contacted. Only selected candidate will be notified.

Special Notice

Appointment against this position is limited to the United Nations Assistance to the Khmer Rouge Trials (UNAKRT). Issuance of appointment is subject to budgetary approval, availability of funds, and mandate.

The initial appointment is one year. Extension of appointment is subject to budgetary approval, availability of funds, and mandate.

United Nations Considerations

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). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS’ BANK ACCOUNTS.