

United Nations Mechanism for International Criminal Tribunals

Security Officer, G-4 (UNDF Arusha)

DEADLINE FOR APPLICATIONS	:	10 November 2017
DATE OF ISSUANCE	:	12 October 2017
OFFICE	:	Registry/ Detention Facility
LOCATION	:	Arusha
VACANCY ANNOUNCEMENT	:	2017/MICT/REG/UNDF/064-GS

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

Organizational setting and Reporting:

This position is located at the United Nations Detention Facility (“UNDF”), Mechanism for International Criminal Tribunals (“Mechanism”). This appointment is limited to the Mechanism. Under the overall supervision of the UNDF Commanding Officer, the incumbent will provide support to UNDF.

Responsibilities:

- Provide the carrying out of daily patrols or perform supervisory duties at a number of posts within the United Nations Detention Facilities (UNDF);
- Provide the control the entry access of persons, materials and packages at the UNDF entrance;
- Maintain a record of visitors and all property and Handle family visits of detainees and Lawyers visiting detained clients;
- Conduct searches and the official clearance and entry of all visitors and staff;
- Ensure that Tanzanian Prison Officers and other security officers on duty are discharging their functions appropriately,
- Provide responsibility for equipment and its inventory and safe keeping assigned to the shift;
- Conduct cell searches as directed by supervisor;
- Provide the handling of incoming and outgoing telephone calls for detainees;
- Perform custodial duties during detainee movement outside UNDF for court appearances or for medical treatment;
- Operate equipment in the control room and monitor the movements inside and outside UNDF;
- Patrol the UNDF cell compounds and maintains general order;
- Deliver important documents and mails between UNDF and MICT Headquarters;
- Ensure that any official vehicles assigned to UNDF have sufficient fuel and are in good condition, co-ordinate with dispatcher and follow up vehicle service and repair;
- Perform any other related duties as required.

Competencies:

- **Professionalism** – Knowledge of United Nations security and UNDF 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.
- **Communication** – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.
- **Accountability** – Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organisational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

QUALIFICATIONS

Education: High school diploma with supplemental security, military, or prison training.

Experience: Minimum of three (3) years relevant experience in security, prisons, police, military or other relevant military experience. Experience in UN Detention Facilities policies and procedures is highly desirable.

Language: English and French are the working languages of the Tribunal. For the post advertised fluency in English and Swahili is required. Working knowledge of French is desirable. Working knowledge of Kinyarwanda is also desirable.

Assessment Method:

There may be a technical test followed by a competency-based interview.

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Special Notice:

The appointment is limited to the Mechanism. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-3 and G-4 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the MICT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's **ELECTRONICALLY AS ONE DOCUMENT** to the RMRecruitment@icty.org in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the MICT website (www.unmict.org) and forward electronically **AS ONE DOCUMENT** to the RMRecruitment@icty.org in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.
- 2) The appointment of the successful candidate will be on a local basis therefore he/she will be responsible for all travel expenses incurred in connection with this recruitment.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.
