



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## VACANCY NOTICE No. 2016/HRT/027 INTERNAL/EXTERNAL

UNHCR Greece invites applications from qualified candidates for the following position:

<b>Position title</b>	Field Safety Associate
<b>Contract type</b>	Temporary appointment
<b>Category and Grade</b>	General Service, G-6
<b>Duty station</b>	<b>Athens</b>
<b>Remuneration</b>	Salary and entitlements as per UN Staff Rules & Regulation
<b>Duration</b>	For a period of 6 months with a possibility for extension
<b>Starting date</b>	Immediately upon recruitment
<b>Closing date</b>	<b>5 September 2016</b>

### OPERATIONAL CONTEXT

In response to the exponential turn in the refugee and migrant crisis impacting Europe since the beginning of 2015, UNHCR Office in Greece mobilized efforts to assist the Government in identifying the needs and protection concerns of the refugees. UNHCR coordinates and promotes the implementation of its mandate within the framework of the Refugee Coordination Model with the government, civil society (IPs and Ops) and other relevant international and national stakeholders to provide protection and assistance to the thousands of women, men, boys and girls who found themselves in Greece.

### FUNCTIONAL STATEMENT

The Field Safety Associate manages and supports activities pertaining to staff security. The incumbent is supervised by a Senior Officer who defines general work objectives and provides necessary advice and guidance. The incumbent maintains regular contact on a working level on routine issues with other UNHCR staff members, UN agencies, NGOs, implementing partners in the area to facilitate the operation. The duty of the incumbent is to support and monitor the management of security issues.

### **Accountability**

- Country operations receive practical advice and support toward helping ensure an appropriate level of safety.
- UNHCR maintains beneficial relationships with host country law enforcement agencies and the UN Security Management System.

### **Responsibility**

- Provide assistance to the supervisor in evaluating the level of risk and assessing the existing security measures for the UNHCR staff, operations, premises, partners and persons of concern.
- Conduct regular security assessment missions to the field in coordination with UNDSS/other agencies; assist the supervisor during field missions to gather information and analyse the security situation.
- Be aware of security protocols and procedures in place, especially those comprising Minimum Operational Safety Standards (MOSS) and Minimum Operational Residential Safety Standards; check for compliance and advise management on any deficiencies.
- Monitor the physical security of UNHCR premises and reports on deficiencies/requirements for the guard force.
- Assist in efforts to ensure the physical protection and security of refugees and other persons of concern.
- Provide support during implementation of security-related projects.
- Assist in the monitoring, updating and reporting of security-related events.



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

- Assist in the processing of administrative security issues.
- Maintain relations and cooperation with UN security management system actors, local law enforcement agencies, civil authorities and other relevant agencies.
- Provide security briefings and training to UNHCR staff, and as appropriate partner staff, on relevant country information and on other issues pertaining to the UN security management system including, inter alia, the warden system, radio communication procedures, travel procedures and fire safety.
- Respond to staff queries on security issues and provide immediate assistance as required.
- Undertake other functions as delegated by the supervisor.

## **ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED**

- Completion of secondary education with relevant training and experience in security and safety issues.
- In addition to the local UN working language, excellent knowledge of English.
- Minimum of 8 years (6 with advanced training/certificate) of previous relevant job experience.
- Fluency in English and working knowledge of another relevant UN language or local language.  
(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English).
- Good communication skills (written and oral).

## **DESIRABLE QUALIFICATIONS & COMPETENCIES**

- Good computer skills
- Excellent security apparatus knowledge

## **SUBMISSION OF APPLICATIONS**

If you wish to be considered for this vacancy, please submit your Personal History Form (P11) (which can be downloaded from [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)) and motivation letter by e-mail with the vacancy number **2016/HRT/027** in the subject line to: [greatvac@unhcr.org](mailto:greatvac@unhcr.org) no later than 5 September 2016. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy number 2016/HRT/027 in the subject line will not be considered.**

No acknowledgement of the receipt of the application will be provided.

Shortlisted candidates might be required to sit for a written test and will have to undergo an oral interview. Only shortlisted candidates will be notified. No late applications will be accepted.

**UNHCR is an equal opportunity employer and does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).**

**Deadline for submission of application: 5 September 2016.**