



JOB DESCRIPTION

I. Position Information	
Job Code Title:	Security Officer
Pre-classified Grade:	SB4- SC-8
Duty station:	Amman
Supervisor:	Head of Office
Duration:	One year with possible extension

1. Organizational Location

The Security Officer is located at the UNFPA Jordan CO in Amman the country office and its subsidiary office in Ruweished and to support the two UNFPA hubs (Syria hub/ASRO and Yemen hub) based in Amman, and will work under the overall guidance and direct supervision of the Head of Jordan CO, to provide security related duties/functions.

The Security Officer will work under the technical guidance of the UNFPA Regional Security Adviser (RSA) for functional security matters within the framework of the UNFPA Office of the Security Coordinator.

2. Job Purpose

Under the overall and direct supervision of the UNFPA Head of Office in Jordan, the Security Officer will provide technical, operational and administrative assistance in security management and services through the application of theoretical and technical skills in collecting, analyzing and presenting technical security related information/data while learning organizational/UN system rules, regulations and procedures in the area of security management and emergency/crisis preparedness.

The Security Officer will also support the management of UNFPA Jordan CO in security day-to-day operations to facilitate the effective delivery of programmes that meet UNFPA needs and maintain the security and safety of UNFPA office, personnel, assets , activities, facilities and operations in Jordan, and implementation of security standards on all matters relating to the management of safety and security

The Security will ensure that the UN Security Risk Management (SRM) measures are fully implemented pertaining to the safety and security of personnel, premises and assets of UNFPA Jordan CO. He/she will ensure that the Area Security Plan is well integrated and exercised by all UNFPA personnel including the contingency plans.

3. Major Activities/Expected Results

1. Security Risk Management and Planning

1. Collect, record and report to Head of Office all information related to the safety and security of UNFPA personnel and eligible family members, premises, assets and resources in accordance with UN and UNFPA Security Management Systems.
 2. In close coordination with the Head of Office, assist in the implementation of all technical requirements contained in the UN Security Plan, Security Risk Management (Minimum Operating Security Standards (MOSS)), Residential Security Measures (RSM), and other relevant policies, guidelines, and assessments. Assist in providing technical support for all UNFPA contracted security providers.
 3. Contribute to the security and safety contingency and business continuity planning for the office supporting the standardization and implementation of plans and that emergency systems are regularly tested for UNFPA facilities in-country, and share the updated version with the Regional Security Advisor.
 4. Participate in the development of SOPs when crises/pandemic emerge.
 5. COVID-19 Medical Evacuation focal point for:
 - Monitoring and tracking cases of COVID-19 (staff and their legal dependents. Confirm with the COVID-19 and the Treatment Medical Provider (TMP) the eligibility of COVID-19 patients for possible MEDEVAC.
 - Coordinate with the assigned COVID-19 Coordinator in Jordan to initiate a MEDEVAC requests in conjunction with the TMP and any other required point of contact.
 - Undertake the required communication in terms of post MEDEVAC with patients/family patients and COVID-19 Coordinator and TMP.
 6. COVID-19 Focal Point for UNFPA in Jordan:
 - Collect data related to staff members among UNFPA who are suspected and/or confirmed to have COVID-19.
 - Reporting to OM focal point any UNFPA staff or dependents that are tested due to medical referral (i.e., confirmed, suspected, or contact).
 - Will be the contact for guidance centrally distributed to all agencies (e.g., invitation to interagency working groups) to keep staff familiarized and updated on all information related to COVID-19.
 - Will work with other appropriate colleagues within UNFPA to oversee office measures and staff presence (e.g., Head of Agency, Operations, Admin, Security).
 - Keep abreast with published guidance and available resources (including psychosocial support and gender related resources).
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7. Manage in compiling of the mandatory reports in accordance with UNFPA security reporting guidelines including Security Incident Reports (SIRs).
8. Maintain liaison with the Operations Manager and Procurement Analyst at JCO regarding a number of security staffing matters (e.g. recruitment, contract management, capacity building), to ensure compliance with the established UNFPA policies and procedures.
9. Collect information about local security developments, issues and potential impact upon UNFPA operations for supervisor's attention in order to support security and operational activities.
10. Prepare accurate and timely reports to contribute to the consistency of information presented to the Head of Office and Regional Security Advisor at the Regional Office of Arab States.
11. Provide security orientation briefing to newly arrived staff to ensure staff are well-informed of local security conditions and procedures.
12. Monitoring the security dashboard for Jordan CO.

2. Safety and Security Services

- Assist the Head of Office in monitoring the security situation and emerging security threats to UNFPA personnel and eligible family members, premises, assets and resources. As requested by the supervisor, assist in security activities that support UNFPA operations and participate in security risk management for all locations where UNFPA personnel and eligible family members are present.
- Draft security related information and instructions to assist the Head of Office in keeping personnel informed on matters affecting their safety and security and actions to take in case of an emergency including those identified in the UN Security Plan as it relates to UNFPA.
- Responsible for all facilities access control measures and procedures to ensure safety and security of UNFPA staff and visitors in line with UNSMS best practices.
- Provide support to the management of security budget including procurement planning to facilitate efficient and cost effective resources management.
- Responsible for management of security equipment to ensure it is issued correctly, is in serviceable condition and is in compliance with the established security standards.

3. Security Networking and Partnership Building

- Maintain close contact and liaise with local host government authorities and other UN Agencies focal points to obtain latest security information of the area.
 - Develop a network of relationships with peers in the humanitarian community (UN, NGO, INGOs, partners, etc...)
 - Assist the Head of Office in identifying appropriate liaison within the UNSMS/INGOs & NGO community through UNDSS.
 - Liaise with United Nations Department of Safety and Security (UNDSS) and the in-country security management apparatus and attend security operations management meetings, to
 - ensure UNFPA management and staff are fully briefed on security matters in the country.
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4. Innovation, Knowledge Management and Capacity building

- Identify, capture, synthesize and share lessons learned for knowledge development and to build the capacity of staff and stakeholders. Implement capacity building initiatives to enhance the competencies of staff/stakeholders on security related preparedness and operations.

4. Work Relations

To closely work with UNFPA Head of Office in Jordan, Regional Security Specialist at the Regional Office in Cairo, UNDSS Security Adviser/Field Security Coordination Officer, Government Security Departments, local authorities (to maintain staff safety and security), with UNFPA Implementing partners and within UNFPA with the Head of Office, Operations Manager and all Staff.

5. Competencies

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

Core Competencies:

- Achieving results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationships
- Communicating for impact

Functional Skill Set:

- Enabling the safety and security of UNFPA personnel and operations;
- Client orientation
- Organizational awareness
- Job knowledge/technical expertise.
- Providing a technical support system
- Strengthening the capacity of country office
- Planning, organizing and multi-tasking

6. Job Requirements

VI. Recruitment Qualifications	
Education:	Bachelor degree in Administration or political sciences and security/military fields are desirable.
Experience:	<ul style="list-style-type: none"> • 5 -6 years' experience in security, preferably in the military or police context or related field of work. Experience in UN/International related environment is an advantage. • Experience in the usage of computers and office software packages (MS WORD, EXCEL, etc.). • Good relations and influence with national security organizations is highly desirable. • Good knowledge in the usage of google maps.
Language Requirements:	Fluency in Oral and Written Arabic and English
Nationality	Jordanian

UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

How to Apply:

Interested national applicants are advised to send their P11s, copy of academic credentials together with a cover letter to the email address: jco-vacancy@unfpa.org indicating the post title in the e-mail's subject, before the deadline of **24 January 2021**. Candidates who are seriously being considered will be contacted for an interview.