



Food and Agriculture Organization of the United Nations
VACANCY ANNOUNCEMENT N°: IRC3889

Issued on: 16 February 2017

Deadline For Application: 9 March 2017

JOB TITLE:	Senior Security Assistant (Supervisor)	GRADE LEVEL:	G-6
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Security Service, DDOS	DURATION :	Fixed-Term: 1 year, with possibility of extension
	Office of the Deputy Director General (Operations), DDO	POST NUMBER:	2003001
		CCOG CODE:	2.3.02

Organizational Setting

The post is typically located in the Security Service at FAO Headquarters in Rome. The Security Service aims to assure a safe and secure operating environment and ensure continuity of operations in FAO headquarters and decentralized offices, by protecting the integrity of premises and assets and the security of personnel and other subjects present in the FAO premises from harmful acts and accidents or natural and technological hazards.

Main Purpose

The Senior Security Assistant (Supervisor) plays a lead role in the coordination of security services at FAO. He/ she supervises and monitors implementation of all security and safety operations, requiring in-depth knowledge of relevant policies, procedures and practices.

Supervision Received/Exercised

The Senior Security Assistant (Supervisor) works under the overall guidance of the Chief, Security Service and the direct supervision of a Security Officer. Work is performed autonomously, showing a high degree of initiative and independent judgment. Supervision received is focused on facilitating service delivery. The incumbent provides guidance and training to security and non-security staff in the Organization.

Working Relationships

The Senior Security Assistant (Supervisor) has frequent contacts with staff, non-staff and visitors at all levels and liaises at the working level with police authorities, local administration, fire services and other emergency services while coordinating and supervising all security and safety issues and procedures.

Key Functions/Results

- Supervise, coordinate and monitor the implementation of security and safety measures, personnel's attendance and work performance; evaluate the quality of services; prepare reports and recommendations to improve and modernize the security and safety measures;
- Prepare the work plans of security service staff and review and amend as required;
- Plan procurement and maintenance of specialized security equipment; organize asset management; act as a role model in the performance of security services; instruct and train security and non-security staff in the entire range of security services;
- Coordinate security measures during special events at FAO premises;
- Respond to staff security emergencies and provide and/or organize immediate assistance; call emergency services outside working hours and perform first aid, if required;
- Ensure appropriate assistance in carrying out enquiries in cases of theft, acts of vandalism or other actions endangering staff members, visitors and FAO property;
- Intervene and mediate in cases of controversy between security personnel and other staff members or the general public;
- Liaise with the Italian authorities (Police/Fire/Administration) and emergency services on all safety aspects to ensure the correct application of security and safety measures;
- Perform other duties as required.

Impact of work

The Senior Security Assistant (Supervisor) plays a lead role in the coordination and supervision of security services for FAO. The incumbent's work has a direct impact on the smooth operations of the Service and on the work of constituent units. Actions reflect directly on the successful achievement of the Security Service's mandate.

MINIMUM REQUIREMENTS - candidates will be assessed against the following

Education: Secondary School Education

Experience: Seven years of relevant experience with a national or international police force, armed forces, a private security organization, fire brigade or security service of a large company/organization. Experience in managing teams and assets.

Languages: Working knowledge (Level C) of English and of one of the other FAO languages (Arabic, Chinese, French, Russian or Spanish). Working knowledge of Italian is desirable.

IT Skills: Good knowledge of the MS Office applications, Internet and office technology equipment

Technical Skills

- Thorough knowledge of the use of security and safety systems and of applying protective procedures and techniques
- Thorough knowledge of FAO's organizational units, their functions and key personnel
- Knowledge of asset management functions
- Very good supervisory skills
- Ability to render First Aid
- Ability to intervene on a Fire Incident
- Working knowledge of Italian is desirable.

Special Requirements for Security Staff

- Highly developed sense of responsibility
- Emotional stability
- Ability to coordinate activities and staff in emergency situations
- Availability to work on shifts
- Physical fitness for duty
- Driving license with irreproachable driving record

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills
- Your application will be screened based on the information provided in your iRecruitment online profile (see "*How to Apply*"). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years
- Candidates may be requested to provide performance assessments

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/iRecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

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