



Food and Agriculture  
Organization of the  
United Nations

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## FAO Security Service Positions – Grades G-2, G-3, G-4, G-5 Global Call for Expression of Interest – Vacancy No. IRC3888

### I. Organizational Setting

The posts are located in the Security Service, Office of the Deputy Director General (Operations) - DDO at FAO Headquarters in Rome, Italy. 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.

### II. General Service Positions in the Security Service

The work carried out by Security Service staff is related to a variety of tasks, routine duties and more complex assignments, contributing to the safety of FAO personnel, visitors, assets and premises at FAO HQ. The work supports the functioning of the Organization and is typically procedural, operational or technical in nature. The knowledge of the subject matter and higher-level skills are generally developed through long experience and familiarity with applicable procedures, regulations pertaining the peculiar nature of the Security Service. The higher the level of the job, the more complex the functions become along with higher levels of responsibility.

The General Service category, including security personnel is recruited locally from the area in which the particular office is located but could be of any nationality. **Duration of contract**

The appointment will be for one year fixed-term contract, with a possibility of extension, subject to satisfactory performance and depending on the resources and needs of the Organization.

### IV. Global Call Purpose

The objective of the Global Call is to attract globally suitable candidates with an appropriate security background for posts in the functional area of security that may become vacant within the Security Service at FAO Headquarters. The Global Call will create a General Service Roster of suitable applicants candidates that will be used to identify candidates for positions at grades G-2 (Security Guard), G-3 (Senior Security Guard), G-4 (Security Assistant) and G-5 (Security Assistant-Supervisor).

The Roster will be valid for a period of two years from the closure of the Global Call.

## **V. Minimum Requirements - CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING:**

**Education:** Secondary School Education.

**Experience:** Minimum two years of relevant experience with a national or international police force, armed forces, private security organization, fire brigade or security service of a large organization, or in a position requiring high security, confidentiality and total integrity. For positions at the G-4 and G-5, experience in managing teams and a limited number of assets is required.

**IT Skills:** Knowledge of the MS Office applications, Internet and office technology equipment.

### **Technical Skills:**

- knowledge of the use of the security and safety system and of the applying protecting procedures and techniques
- knowledge of FAO's organizational units, their functions and key personnel
- Ability to render first aid
- Ability to intervene in a fire incident
- Ability to perform self-defense techniques

### **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

### **Languages:**

Working knowledge (Level C) of English. Working knowledge of Italian is desirable.

## **VI. FAO Core Competencies**

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

## **VII. Main responsibilities and tasks for the Security General Service positions G-2 to G-5**

The key functions/results include **BUT ARE NOT** limited to and depend on the specific grade level of the post:

- Ensure that security measures are observed at the entrances/exits on FAO premises and during special events at FAO premises;
- Undertake routine patrols of assigned areas, maintaining continual surveillance against fire, water leakage, the deposit of dangerous objects and any other occurrence which might damage premises or staff and keep up to date records of patrols;
- Detain and accompany any persons acting unlawfully to the Supervisor on duty; control by means of verification of building passes, the entry of all persons into FAO premises, refer any irregularities;
- Open and close buildings; check that all office machines, air conditioners, lights etc. are turned off after working hours;
- Investigate and report on all incidents on organization premises that involve a breach of security procedures, injuries or theft and report back to supervisor;
- In case of incidents or emergencies on the organization's premises, instruct staff and visitors of security procedures including fire control procedures and evacuation where necessary and ensure the physical security of premises and staff;
- Receive personal documents and issue building passes and parking permits;
- Respond to routine enquiries and provide appropriate information or suggests alternative sources of information or redirect as appropriate;
- Receive VIP visitors and high-level officials and provide appropriate security assistance;
- Monitor the internal alarm system on site and cameras; alert operating and emergency staff, as appropriate;
- Assigned to the Control Room, monitor the video and electronic control surveillance systems; alert Guards through the radio system to security risk situations and advise on appropriate action to be taken; call the emergency services, if required;
- Be responsible for "Lost/Found" by either supplying information or issuing relevant receipt; interact as necessary with police authorities, local administration, fire services and other emergency services;
- Supervise all security staff on duty; monitor the daily attendance, assign daily duties to security staff and ensure that the posts are covered at all times; in the case of emergencies or unforeseen absences arrange for replacement;
- Assess the performance of duties and quality of services of security staff; report any deficiencies to the Senior Security Assistant (Supervisor);
- Intervene and mediate in cases of controversy between security staff and/or staff members and/or visitors;
- Act as a role model in the performance of security services; instruct and train security staff in the entire range of security services, including fire control and physical security of the premises, personnel safety and first aid procedures, use of equipment and operation of the automated alarm and video surveillance systems;
- Respond to staff security emergencies and provide and/or organize immediate assistance; call emergency services outside working hours and perform first aid, if required;
- Liaise with police authorities, local administration, fire services and other emergency services to ensure safety and security measures;
- Ensure security and safety measures during special events at FAO premises;
- Ensure appropriate assistance in cases of theft, acts of vandalism or other actions endangering staff members, visitors and FAO property; carry out enquiries and investigate incidents;
- Ensure proper registration procedures for attendants to meeting; verify and screen requests for access to FAO premises, and issue relevant ID badges for staff and non-staff.

- Assure an appropriate daily screening of personnel/vehicles/goods entering FAO HQ premises, applying the relevant procedures using the technical equipment(x-ray machines, body and mail scanners, rear mirrors, etc)
- Perform other related duties as required.

### **VIII. How to apply**

- To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile.
- Once the online profile is complete, please apply and submit your application, with the language certificates as attachments.

Only language proficiency certificates from [UN accredited external providers](#) and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.

Applicants unable to provide the above-mentioned certificates will be evaluated through online assessments.

FAO reserves the right to request candidates to undertake a language test in the future, as appropriate.

- Only applications received through FAO's iRecruitment will be considered. Incomplete applications will not be considered. Applications received after the closing date will not be accepted.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for the 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](mailto:iRecruitment@fao.org).

### **IX. Additional information**

- Candidates may apply from any geographic location.
- Selected candidates will need to relocate to a location within the commuting distance of FAO Headquarters, Rome, Italy at their own expense. "Commuting distance" means the distance within which staff members can travel daily between their place of work and their residence.
- No international benefits will be payable as positions will be recruited locally and paid in local currency (Euro).
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>.