



World Health Organization

Vacancy Notice

GENERAL INFORMATION

Functional Title: Security Guard

Duty Station: Jerusalem

ORGANIZATIONAL SETTING

The Security Guard works under the direct supervision of the Administrative Officer and the general guidance of the Logistics Assistant. The incumbent operates with a degree of operational independence in carrying out assignments and supervision focuses on providing instruction, guidance and advice on the technical and procedural aspects of the work. Instructions are normally given on an ad hoc basis, routine duties are carried out according to established schedule; fulfilment of assignments is checked regularly.

As a Security Guard, the incumbent is exposed to potentially serious physical and health risks.

MAJOR DUTIES AND RESPONSIBILITIES

1. Patrols and maintains security of the office premises and grounds, including overnight guard duties, and reports any irregularities;
2. Responds to emergencies affecting the safety of the premises and notifies supervisor and UNDSS;
3. Controls admissions of authorized personnel and visitors, and movements of United Nations property into and out of its premises;
4. Answers phone calls and operates the switchboard;
5. Performs any other duties as required.

EDUCATIONAL BACKGROUND

Completion of secondary education is required

Desirable: Certificates in security related fields are an asset

PROFESSIONAL EXPERIENCE AND KNOWLEDGE

- Experience in security work is an asset, preferably in the UN system.
- Ability to operate PC and knowledge of Microsoft applications.
- Proven ability to deal with clients with tact and respect for diversity.
- Demonstrates good knowledge of security issues.

LANGUAGE SKILLS

Good knowledge in oral and written English is required.

COMPETENCIES

- Communicating in a credible and effective manner: Expresses oneself clearly in conversations and interactions with others; listens actively.
- Producing Results: Produces and delivers quality results. Is action oriented and committed to achieving outcomes.
- Fostering Integration and Teamwork: Develops and promotes effective relationships with colleagues and team members. Deals constructively with conflicts.

DUTY STATION, TYPE AND DURATION OF CONTRACT

Applications must be submitted **by 27^h April 2016** to <http://jobs.undp.ps/>

Applications must be in English and include your CV.

Type of contract: LICA for 6 months with a possibility of extension

Only Palestinians are eligible to apply. Short listed candidates will be contacted.

WHO HAS A NON-SMOKING WORK ENVIRONMENT