



# UNHCR

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

## INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT UNHCR CARACAS

**Title:** Assistant Field Safety Officer  
**Type of contract:** Fixed-Term (one year renewable)  
**Level:** NOA  
**Duty station:** Caracas, Venezuela  
**Section:** Safety  
**Duration:** 01 February – 31 January 2019 (subject to performance)  
**Supervisor:** Representative, Monica Sandri

### In accordance to the regulations of the Assignment Committee:

*16. An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in a specific country that has been appointed by the Deputy High Commissioner or designated representative through the AC (Assignment Committee) or previous joint staff-management bodies (i.e. APPC).*

*17. Former UNHCR General Service staff members, having held an Indefinite or FTA appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade above, of the seniority requirements are met, for a period of two years following separation.*

*18. An External applicant is an individual who does not hold an indefinite or fixed-term appointment and / or has not been appointed to a UNHCR position through the AC [...]. In order to be considered, an external applicant must comply with all eligibility requirements [...].*

### **1. Context**

The United Nations High Commissioner for Refugees (UNHCR) is an international organization with the mandate to assist persons in need of international protection, asylum seekers, refugees, statelessness persons, and in some cases, internally displaced people. Particularly its mandate consists in a) provide protection to persons of concern and b) find durable solutions to their situation.

UNHCR started its operation in Venezuela in 1991 as part of the organizational strategy to protect and provide assistance to the victims of the Colombian armed conflict. This agency has its main office in Caracas, and four field office located in the field: San Cristobal, Tachira state; Maracaibo, Zulia state; Guasdalito, Apure state; and Ciudad Guayana, Bolivar state.

The Assistant Field Safety Officer manages and supports all activities pertaining to staff security and security for persons of concern.

The incumbent is supervised by a Senior Officer who defines specific work objectives. The incumbent is required to have basic conceptual knowledge of the profession, by being dynamic and

able to take on higher responsibilities progressively. The incumbent may provide input to the supervision of general service staff in the office.

The duty of the incumbent is to support and guide the management in security related issues.

## **2. Applications:**

Potential candidates must send application no later than 15 January 2018, with the following documents: fact sheet (only internal candidates); motivation letter; and personal history form (P.11); to the addresses [forasacc@unhcr.org](mailto:forasacc@unhcr.org) and [venca@unhcr.org](mailto:venca@unhcr.org), making reference to “**10027705 Assistant Field Safety Officer**”.

## **3. Others:**

### **• Accountability**

- Country operations or duty station receive practical and well-reasoned security advice and support toward helping ensure an appropriate level of safety.
- UNHCR benefits from effective relationships with host country law enforcement agencies and the UN Security Management System.
- Staff are aware of risks and how to respond to them, and know and comply with guidelines and procedures.
- Security management is efficient, well-coordinated and consistent with policies and procedures.

### **• Responsibility**

- Advise and support the Representative or Head of Office in managing staff safety and security of UNHCR staff, partners, operations, premises and refugees or persons of concern.
- Undertake periodic security assessments in close cooperation with UNHCR senior staff members and interagency partners.
- Evaluate existing security measures to determine their appropriateness and identify areas needing improvement. Follow up with actions to oversee or implement those improvements.
- Advise on and assist in ensuring compliance with Minimum Operational Safety Standards (MOSS) and Minimum Operational Residential Safety Standards (MORSS).
- Assist in the development of plans for evacuation, medical evacuation and other contingencies.
- In cooperation with UNHCR senior staff members, assist in ensuring that security measures are fully integrated into operational planning, including budgetary provisions, at the earliest stages of development.
- Participate programme activities to advise on programme criticality.
- As a member of a multi-functional team, contribute to efforts to ensure the physical protection and security of refugees and other persons of concern.
- Maintain relationships with security-related actors, including host government law enforcement authorities and partner agencies.

- Maintain cooperation with staff of the UN Department of Safety and Security (UNDSS).
- Cooperate in security assessments and planning and supporting interagency processes.
- Support UNHCR staff serving as members of the country Security Management Team (SMT), or Area Security Management Team (ASMT), Area Security Coordinators (ASC) and Wardens.
- Provide country-relevant security advice and training to UNHCR staff, and where appropriate, to staff of NGOs and implementing partners in areas including, inter alia, preparation for and conduct of road missions, radio telecommunications, immediate actions upon detection of explosive devices or other dangers, hostage survival and other critical incidents.
- Conduct rehearsals and practical exercises to ensure that staff are familiar with contingency plans and can implement them confidently in an emergency.
- Prepare periodic reports on security in accordance with UN and UNHCR standard operating procedures, sharing with managers in the country of assignment and, as appropriate, FSS.
- Maintain linkages with the Staff Welfare Section, and the Medical Service, referring cases as required in consultation with staff member's supervisor.
- Undertake other security-related functions or responsibilities.

- **Authority**

- Provide security-related advice, in written and oral form, to the manager and other staff
- Advise on, and upon approval, implement, needed mitigating measures.
- Participate in criticality assessments.
- Undertake other functions as required.

#### **4. Requisites:**

- Undergraduate degree (equivalent of a BA/BS) with focus on security management and/or related discipline at officer's level from a recognized military or police academy and/or successful completion of the command and general staff course at a recognized military staff college or equivalent police academy.
- Minimum 1 year of experience relevant to security risk management – in particular in progressively responsible functions in a national law enforcement agency and/or national security forces.
- Excellent knowledge of English and working knowledge of another UN language.

#### **5. Desirable Requisites:**

- Good communication skills (written and oral)
- Good reporting and analysing skills
- Relevant training (first aid ... )
- Ability to establish working networks with law enforcement and other security actors
- Computer skills