

**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

I. Post information

Post Title:

Country Office Security Focal Point Associate

Supervisor/Grade:

Designated Official (DO) and Regional Security Advisor (RSA) or Sub-regional Security Advisor (SRSA)

II. Organizational Context

Under the immediate supervision of the DO and the RSA, the CO SFP Associate (SFP Associate) will provide assistance in the implementation of the security plan and all matters relating to safety and security management. The SFP Associate will report to the DO and the RSA or SRSA for functional security matters. It is important to note that the SFP Associate is a local associate who must always conduct his/her functions in close cooperation with UNDSS and under the direct supervision of and be accountable to the UNDP RSA.

III. Functions / Key Results Expected

1. Provides assistance to DO and RSA in the implementation of the UNDP security plan, which will be based on the country security plan. This can include the updating of staff lists and the administration of the CO warden plan.
2. Assists in the maintenance and monitoring of the Minimum Operational Security Standards (MOSS) and Minimum Operational Residential Security Standards (MORSS) compliance of UN staff, offices, equipment and other areas. Identify the Emergency Communication Equipment needs.
3. Assists in the preparation of UN security reports such as the Incident Reports and Weekly Reports.

4. Provides general administrative assistance to the DO and the RSA:

- § Maintains routine and confidential correspondence files/documents;
- § Arranges appointments, receives visitors, places and screens telephone calls and answers queries with discretion, and takes minutes and/or notes at meetings.

5. Provides substantive support to the RSA in collecting and updating information with regards to security issues and communicating them to the FSA or RSA.

6. Provides assistance in the conduct and follow up of investigations and incidents affecting UN staffs and offices.

7. If so requested and in close cooperation with UNDSS, conducts UNDP security risk assessments, evaluations and surveys and advise the DO and the RSA on security measures for UNDP offices, staff projects, as well as the latest trends and threats to staff safety and security.

8. If so requested and in close cooperation with UNDSS, maintains close contact and liaise with host government agencies and other UN offices to obtain latest information regarding the security situation in the country.

9. In close cooperation with UNDSS, provides support in organizing and conducting training briefings and courses on security issues/awareness and preparedness and giving orientation to newly assigned staff members.

10. Represents UNDP at security meetings, as appropriate, in the absence of RSA.

11. Perform UNDP SURGE duties in the sub-region under the direction of the RSA/SRSA as required.

12. Performs other security-related tasks assigned by the DO and the RSA.

IV. Impact of Results

The key results have an impact on the accurate and timely implementation of security plans in the UNDP Country Office.

V. Competencies

Corporate Responsibility & teamwork:

- Serve and promote the mission and values of the organization
- Plans, prioritize and deliver task on time
- Participate effectively in a team-based, information-sharing environment, collaborating and cooperating with others.
- Execute responsibilities accordingly

People Skills:

- Solid Analytical and problem solving skills.
- A high level of motivation, initiative, dedication, intuition and attention to details.
- Flexibility in the face of changing conditions and ability to manage tasks simultaneously.
- Computer literacy with proficiency in modern computer software especially word processing.

Innovation & Judgment

- Contribute creativity, practical ideas and approaches to deal with challenging situations
- Strive for quality client-centered services (internal/external)

Communication:

- Demonstrate effective and strong inter-personal and communication skills

Job Knowledge and Expertise

- Execute day to day tasks systematically and efficiently
- Has excellent knowledge of protocol and security issues.

VI. Recruitment Qualifications

Education:	Advanced university degree in Political Science or equivalent and applicable security and military training.
Experience:	○ Relevant 5-7 years experience in security, preferably in the military or police context or related field of work. Experience in a UN/international related environment is a

	<p>plus.</p> <ul style="list-style-type: none"> o Good relations and influence with national security organisations is highly desirable.
Language Requirements:	English proficiency both written and oral. Knowledge of other UN official languages (regional languages) is an advantage.

VII. Signatures – Job Description Certification		
Incumbent (if applicable)		
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date