

**Temporary Job Opening
Field Security Radio Operator
UNSMIL-GS5-TJO003/2021**

Title:	Field Security Radio Operator
Level/type:	GS-5 / Temporary Appointment
Duty Station:	Tripoli, Libya
Section:	Security Section
Number of Positions	01 position
Date of Issue:	17 May 2021
Deadline for applications:	23 May 2021

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:

STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.

STEP 2: Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org. **The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-GS5-TJO003/2021)**

ORGANIZATIONAL SETTING AND REPORTING:

This post is located within the Security Section of the United Nations Support Mission in Libya (UNSMIL). The post is located in Tripoli, Libya. The incumbent will be under the overall supervision of the Chief Security Adviser.

With the mandate as renewed in SC resolution 2542 of 15 September 2020, the Security Council has tasked UNSMIL, as an integrated special political mission, in full accordance with the principles of national ownership, to exercise mediation and through its good offices to: (i) further an inclusive political process and security and economic dialogue; (ii) further the continued implementation of the Libya Political Agreement; (iii) help consolidate the governance, security and economic arrangements of the Government of National Accord, including support for economic reform in collaboration with international financial institutions; (iv) help to achieve a ceasefire and, once it is agreed by the Libyan parties, provide appropriate support to its implementation; (v) support subsequent phases of the Libyan transition process, including the constitutional process and the organisation of elections; (vi) coordinate and engage closely with international actors including neighboring countries and regional organisations; (vii) provide support to key Libyan institutions; (viii) support, on request, the provision of essential services and delivery of humanitarian assistance, including in response to the COVID-19 pandemic, in accordance with



humanitarian principles; (ix) monitor and report abuses and violations of human rights and violations of international humanitarian law, including sexual violence in conflict, notably through the effective deployment of women and child protection advisers; (x) provide support in securing uncontrolled arms and related materiel and countering their proliferation; and (xi) co-ordinate international assistance, and provision of advice and assistance to GNA-led efforts to stabilise post-conflict zones, including those liberated from Da'esh.

JOB DESCRIPTION:

Within delegated authority, the Field Security Radio Operator at this level may be responsible for the following duties:

- Conducts radio checks with all Security Guards on duty daily.
- Conducts radio checks with all International Security Officers at designated hours daily (including weekends and holidays). Assesses issues which can affect service delivery and reports them to the attention of the supervisor.
- Conducts radio checks with all International Staff and Re-locatable National Staff including UN Agencies and Visitors at designated hours daily.
- Monitors the various radio channels and reports all security incidents to the Security Duty Officer.
- Broadcasts all security related information to the Mission Staff Members via the various radio channels as directed by OIC Guard Force Management/Security Duty Officer.
- Provides necessary assistance to all UN staff and staff of other affiliated organizations who may need security assistance through radio channels or telephone.
- Advises all radio users who stray to the security channel with matters not related to security to switch to the proper channel.
- Responds to all telephone calls coming into the radio room and directs the person to the appropriate section.
- Maintains control of all spare keys to mission offices. Registers the withdrawal and return of all keys in the key register logbook. Maintains the key control register.
- Records and maintains all activities occurring during his/her shifts.
- Maintains an updated list of all emergency contact numbers.
- Maintains the telephone numbers and call signs of all senior security personnel, International and National Staff including UN Agencies and Visitors.
- Creates and maintains familiarity with the weekly/monthly duty rosters for the various sections within the mission.
- Maintains all equipment assigned to the radio room.
- Reports any damages of any equipment assigned to the radio room and arranges for the repairs of such equipment.



- Supervises the daily work and tasks provided by the head of SOC.
- Prepares the monthly roster for all RROs before sending the final one to the HR after the end of each month.
- Updates the Movement Statistics System.
- Updates the Overall Radio Check system.
- Updates the system for daily SM's radio check per day / month / year, so we can get a quick overview for the daily activity per such time.
- Assists the Finance department with preparation the monthly cost recovery report for all agencies.
- Performs other duties as directed by the Supervisor.

COMPETENCIES:

Professionalism: Ability to use UHF/HF/VHF communications system, ability to remain calm and assist the colleagues in emergency situations, willingness to work extra hours, alertness, emotional stability, a high sense of confidentiality. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

Accountability: Takes ownership of all responsibilities and honors commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards, operates in compliance with organizational rules and regulations, supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of work unit, where applicable.

QUALIFICATIONS:

Education: High school diploma or equivalent is required.

Experience: At least five (5) years of progressive experience as a Radio Operator or in related field such as Security Communication Center, Emergency Operation Center, and Quick Response Control Center, etc. is required. Relevant experience using UHF/HF/VHF communications system is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Fluency in Arabic is required.

ASSESSMENT:

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

**SPECIAL NOTICE:**

Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country and shall comply with any host country agreement in effect. Applicants who are not nationals from Libya must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations.

An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

ADDITIONAL INFORMATION:

Ability to remain calm and assist the colleagues in emergency situations, willingness to work extra hours, alertness, emotional stability, a high sense of confidentiality.

Main work is carried indoor and includes using radios, telephones, computers, printers, and scanners.

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

Incomplete applications or applications received after the deadline will not be considered.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.