

DEPARTMENT OF SAFETY AND SECURITY

OFFICE OF THE UNDER-SECRETARY-GENERAL

INTEROFFICE MEMORANDUM

MEMORANDUM INTERIEUR

DATE: 14 April 2008

TO: All Chief Security Advisers/Security Advisers  
A: All Security Focal Points

FROM: Diana Russler  
DE: Officer-in-Charge



SUBJECT: **Recruitment Campaign for Security Officers at UN Headquarters**  
OBJET: **in New York**

1. The Security and Safety Service (SSS) of the Department of Safety and Security is undertaking a recruitment campaign to identify qualified candidates to fill entry level posts (S-1) of Security Officer in New York Headquarters.
2. In this connection, I would like to enlist your help in identifying qualified candidates from your duty station who have the appropriate background and experience and are interested in working at UN Headquarters. It would be most appreciated if, in particular, you could help the Department to identify female candidates who meet the requirements of the post.
3. Following an initial screening of applications, the selection process will consist of several steps, including a specialized examination, for which the candidates will have to travel to New York, an interview process, medical examination, and psychological and substance abuse testing. Successful candidates will be placed on a roster and will be recruited as and when vacancies arise. The Department expects to recruit between fifty to one hundred security officers by the end of this year.
4. Vacancy announcement number 08-SEC-DSS-417394-S-New York has been posted on the "Galaxy" staffing system of the United Nations on 27 March 2008. The Galaxy website may be accessed directly at <http://myun.un.org/Galaxy> or <http://jobs.un.org> or through the United Nations portal (go to [www.un.org](http://www.un.org) and click on "Employment"). The campaign is also being announced in relevant newspapers, specialized magazines and websites, with the intent of reaching the widest range of candidates.
5. It should be noted that appointment against these posts is on a local basis. No travel expenses to attend interview, obtain visas or relocation outlays will be

reimbursed. Employment will be offered on a fixed-term basis with the possibility of extension based on satisfactory performance and subject to obtaining the appropriate drivers and firearms licenses.

6. A copy of the vacancy announcement describing the responsibilities and requirements of the post is attached. Should you have queries on the remuneration or conditions of service, these may be directed to Ms. Karine Malebranche at [malebranche@un.org](mailto:malebranche@un.org). For queries specific to the responsibilities of the post or in connection with Security and Safety Service, please contact Mr. Gert Schmidt at [schmidtg@un.org](mailto:schmidtg@un.org).
7. Your assistance in disseminating this vacancy announcement as widely as possible would be greatly appreciated.

**Security Officer, S-1**

**Deadline for Applications:** N/A  
**Date of Issuance:** 27-Mar-2008  
**Organizational Unit:** Department of Safety and Security  
**Duty Station:** New York  
**Vacancy Announcement Number:** 08-SEC-DSS-417394-S-New York

Appointment against these vacancies is on a local basis. No travel expenses to attend interviews, obtain visas or relocation outlays will be reimbursed. Candidates must undergo a written test for security officers, interviews, a medical examination, psychological and substance abuse testing. Employment is offered on a fixed-term basis with the possibility of extension based on satisfactory performance and subject to obtaining the appropriate drivers and firearms licenses.

**RENUMERATION**

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

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United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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**RESPONSIBILITIES**

Within limits of delegated authority, the Security Officer will be responsible for the following duties: Provide security coverage at entry points throughout the United Nations premises and at the annex buildings to prevent entry to unauthorized persons and the unauthorized removal of UN property; Screen all personnel, packages and vehicles entering the premises including clearance through metal detectors and by use of x-ray equipment; Identify and retain custody of any weapon found at entry points with authority to either confiscate or return it upon the owner's departure from the premises; Conduct exterior, garage, garden and watch-tour patrols within the Headquarters district and at the annex buildings for the purpose of intercepting unauthorized persons attempting to gain entry to the premises; Provide information and directions to all persons associated with the Organization, including visitors; Control, identify and clear pedestrian and vehicular traffic entering and exiting the premises; maintain log books and records as required; Maintain alertness for any potential or actual breach of security and any disturbance or unusual activity and report these and all security, fire and safety violations to the Security Control Centre; Ensure that all UN property being carried from the complex is checked for appropriate documentation; Perform other related duties as assigned.

**COMPETENCIES**

Professionalism - Demonstrates professional competence and mastery in Security. Conscientious and efficient in meeting commitments, observing deadlines and achieving results. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. Client Orientation - Treats clients with a professional and courteous attitude; demonstrates ability to work effectively in a stressful environment; sees the situation from the client's perspective. Technological Awareness - Working knowledge of computer hardware and software programs used by the Service. Teamwork - Ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment. Relates to others with sensitivity and respect for diversity; promotes gender balance and places the priorities of the Service before a personal agenda. Communication - Effective oral communication skills and demonstrated ability to explain UN security policies and procedures. Maintains a high sense of confidentiality.

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**QUALIFICATIONS:****EDUCATION**

Graduation from high school (secondary school) is required.

**WORK EXPERIENCE**

Candidates must have a minimum of two years of experience with a civilian police force or three years with the military police or security related military experience. Candidates holding a relevant first level university degree with a minimum of 18 months experience in the security field will also be considered.

**LANGUAGES**

English and French are the working languages of the United Nations Secretariat. For these posts, good oral and written skills in English are required. Knowledge of other official languages of the Organisation (Arabic, Chinese, French, Russian, Spanish) is an asset.

**OTHER DESIRABLE SKILLS**

Applicants should be between 22 and 35 years of age. Must be mentally and physically fit. All duties are performed in uniform. At times, however, the officer may be required to perform duties in civilian clothes. Duties may require long periods of standing, working evenings, overnights and on weekends. The officer is required to obtain and maintain appropriate host country licenses, including, but not limited to, pistol and vehicle operator licenses. Officers are also required to meet all UN firearms qualification standards. Computer skills, investigative skills, hazardous materials skills, close/personal protection skills are an asset.

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The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).  
English and French are the two official working languages of the United Nations.