

I. Post Information

Position Area: **Senior Field Security**
Position Level: **Advisor**
Position Function: -
Organizational Unit: LCR HTCO
Duty Station: Port-au-Prince
Reports to: Head of Office
Source of Funding (*project/non-project*):

Current Grade:
Proposed Grade:
Approved Grade: ICS-11
Post Classified by:
Classification Approved by:

II. Organizational Context

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peace building, humanitarian and development projects. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations.

UNOPS Haiti Country Office (HTCO) has been working in Haiti for over 17 years providing infrastructure, project management, procurement and logistics services for the Haitian Government, other UN agencies and international organizations in communication, governance, and engineering expertise.

The UNOPS Haiti office is currently implementing a wide range of projects across sectors, including disaster risk reduction, urban and local development, employment generation, SME development, urban and rural roads, renewable energy, health and education, environment, and elections. At the same time, as part of the country strategy, increasing focus has been given to supporting the management of public resources through the development of national implementation capacity via a wide array of technical assistance interventions supporting projects from IFI's.

The incumbent functions within the framework of the UN Security Management System, under the supervision of the Head of Office and general guidance of the UNOPS Chief of Security, coordinating directly with the local UN Department of Safety and Security (UNDSS) office, if available. The position is responsible for providing effective and efficient security services to enable the safe conduct of local programmes and operations in the relevant geographical business unit. The incumbent promotes a compliance and client-oriented approach consistent with UNOPS rules and regulations and UN Security Management System regulations. He/she works closely with and advises Programme Management and personnel to plan for and resolve security related issues.

He/she will be responsible to lead/supervise the Security Unit in UNOPS Haiti Office, with the possibility of increasing the number of team members based on the nature of the portfolio/operations in the field.

III. Functions / Key Results Expected

1. Advisory and technical
2. Operations
3. Staff Development

- 4. Team management
- 5. Knowledge Building and Knowledge Sharing

1. Advisory and Technical

- Advise the office management team and all Project Managers on all safety and security related matters including the planning, implementation of projects, and daily activities, in a proactive and preventive fashion.
- In line with the UN Security Management System methodology, policies, and procedures, develop, as required, security risk assessments outlining potential threats, risks levels and recommended mitigation strategies for office and project operations, taking into consideration relevant and existing assessments;
- Ensure alignment of the UNOPS programme to the UN security management system and its framework of policies, guidelines and instructions, contributing to the development of security planning documents, and coordinating with the CSA, other UNDSS staff and UNSMS security personnel.

- Provide technical advisory and oversight services to ensure that safety and security is a core component of all programmes at the duty station and that appropriate funding is provided based on actual needs to ensure an efficient and cost-effective inclusion of security programme in all UNOPS activities based on sound risk management.

2. Operations

- Review all new project proposals from a security perspective and provide comments and proposals to ensure security concerns are addressed. Conduct field assessments as deemed necessary.
- Maintain close relations with UNDSS and assist UNDSS in performing their overall coordination role providing information and support on issues related to UNOPS.
- Develop, adapt, and implement security policies, protocols and procedures for local conditions, consistent with UN security management system.

- Propose, maintain and control budgets for security operations and monitor expenses.
- Prepare proposals for security enhancements aligned with operational needs (e.g. implementation of new technology)
- Prepare an annual work plan including budget requirements for all aspects of the HTOC security programme, including full compliance with UN security management policies, procedures and guidelines; including:
 - Fire Safety
 - Security plans and contingency procedures at all office locations
 - Implementation of mandatory security mitigation measures (SRM)
 - Advise on residential security measures (RSM)

- Revise and update the office Business Continuity Plan from a Security perspective
- Maintain up-to-date database of personnel and their dependents, information and related to UNOPS offices, residences, project sites, focal points, and the warden system for the implementation of the office/operation's security plan; maintain capacity to conduct rapid headcount and distribute alerts and notifications upon any event;
- Review security arrangements for all operations and projects, maintaining relevant instructions, such as security and evacuation plans for ready access by all parties;
- Ensure the smooth and efficient evacuation of UNOPS personnel and recognized dependants, managing the implementation of UNDSS and UNOPS evacuation and relocation procedures, and assuming leadership in the case of activation of contingency plans.
- Coordinate personnel when responding to emergencies and alarms.
- Develop mechanism for reporting all security related incidents that may have an impact on UNOPS projects or programmes and the personnel.

- Liaise with and update regularly the UNOPS Chief of Security on the security situation, submitting periodic reports on security issues and performance.
- Plan and coordinate security operations for specific events and visits.
- Brief all new project managers on security concerns specific to their projects;
- Perform security assessments, both routine and exceptional, as required, to ensure optimal safety standards are in place for personnel working and traveling across the area of operation.
- Manage and perform daily monitoring, taking necessary action when required, and generate reports as needed.
- Maintain accurate multi-sourced country records on current and projected security issues (assessments, security plans, etc.) and brief necessary staff across the region when required;
- Manage the inspection of the main office, facilities, residential compounds, as well as field offices and compounds, providing guidance and procedures for achieving full compliance with the mandatory mitigation measures (SRM) compliance.
- Monitor and facilitate staff adherence to, and compliance with, the various UNDSS advisories, in particular: directions related to warden systems; mandatory mitigation measures; residential security management (RSM), etc.
- Ensure that appropriate and effective coordination is maintained with other UN security officers and other regional security services to facilitate seamless implementation of the security arrangements across the respective business unit/office.
- Liaise with the local government security and disaster management organizations to gather and assess information on security and safety matters that might affect UNOPS personnel and programmes located in various areas in the country and provide analysis of security related information obtained.
- Determine, manage and account for the use of security equipment including emergency communications equipment.
- Prepare and maintain UNOPS Security Guard Post Orders and provide updates and other documents as required, to all security guards, regardless of the position and location, in coordination with the external provider when applicable based on Service Level Agreement and Key Performance Indicators;
- Support the HTOC in the procurement activities of security services and equipment;
- Develop and maintain a working and efficient information recording and filing system for HTOC Security, planning arrangements and required documentation, and ensure compliance to UNSMS security management system.

Staff Development

- Elaborate and deliver staff development and training programs for UNOPS personnel and security focal points, including on Security Risk Assessments within the area of operation.
- Ensure that all UNOPS personnel receive briefings upon initial arrival, local security training as necessitated by changes in the security environment, and are kept informed of matters affecting their security;
- Maintain up-to-date instructions and training for personnel on implementation of the security plan, including required precautions, comprehensive listing of emergency supplies, and guidance on action taken during emergencies, including natural disasters and political crises
- Provide heightened security awareness training to staff, beyond the required security and emergency procedures, as necessary.

Team Management

- Facilitate the engagement and provision of high quality results and services of the team supervised through effective recruitment, work planning, performance management, coaching, and promotion of learning and development.
- Provide oversight, ensuring compliance by team members with existing policies and best practices.

5. Knowledge building and Knowledge sharing

- Organize, facilitate and/or deliver training and learning initiatives for Business Unit personnel on Security related topics.
- Lead and conduct initiatives on capacity development and knowledge building for Security personnel, including network development, plans, learning plans and activities, procurement practice information and best practice benchmarking.
- Oversee team's contributions to Security knowledge networks and communities of practice including collaborative synthesis of lessons learnt and dissemination of best practices in Security.
- Guide team's collection of feedback, ideas, and internal knowledge about processes and best practices and utilize productively

IV. Impact of Results

The effective and successful achievement of results by the Senior Field Security Advisor directly impact on the security, safety and performance of UNOPS' personnel, local programmes, projects and operations and therefore the organization's credibility as an effective service provider in project services and management. This promotes the image of the office and enhances UNOPS' competitive position as a partner of choice in sustainable development and project services in the country/region served.

V. Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. **(Applicable only for levels ICS-10 and above)**



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

VI. Recruitment Qualifications

<p>Education:</p>	<ul style="list-style-type: none"> • Advanced university degree is required preferably in the fields of social or political science, law, public administration, business management or security management AND 7 years' relevant experience OR • A first-level university degree (equivalent to Bachelor's degree) is required in combination with 9 years' relevant experience may be accepted in lieu of an advanced degree OR • a Technical/Professional Diploma in combination with 11 years relevant experience may be accepted in lieu of an advanced degree OR • High School completed studies in combination with 13 years relevant experience may be accepted in lieu of an advanced degree may be accepted in lieu of an advanced degree.
<p>Experience:</p>	<ul style="list-style-type: none"> • A minimum of 7 years of progressively responsible experience in international security management, with at least 3 years in a senior command or leadership role. • Demonstrated experience and exposure in cross-border and/or international security-related issues is required; • Knowledge and experience in the Haitian dynamics is a strong advantage

	<ul style="list-style-type: none"> • Direct experience with the United Nations Security Management System is a strong advantage; • Ability to produce Standing Operating Procedures/Security Risk Assessments/Security Plans in accordance with UNDSS methodology is an asset; • Proficiency in computer skills, including MS office, is required.
Language Requirements:	<ul style="list-style-type: none"> • Full knowledge of the working language is essential (English and French). • Knowledge of another UNOPS official language is an asset

VII. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i> :		
Name :		
Title:	Signature	Date:
	:	
Supervisor:		
Name :		
Title:	Signature	Date:
	:	
Chief Division/Section:		
Name :		
Title:	Signature	Date:
	:	