



**UNITED NATIONS DEVELOPMENT PROGRAMME  
VACANCY ANNOUNCEMENT No. 2010/08/267**

DATE: 17 August 2010

**Position Information:**

Job Code Title:	Security Guard <b>(Female)</b>
Organizational Unit:	UNDP/ELECT Project
Type of Appointment:	Service Contract <b>(National)</b>
Level:	SB1-1
Duration:	Six Months (with possibility of extension)
Duty Station:	Kabul, Afghanistan
Number of Position(s):	One (1)
Closing Date for Applications:	27 August 2010

**UNDP Mission Statement:**

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with national counterparts on their own solutions to global and national development challenges.

**Organizational Context:**

UNDP Afghanistan is supporting the Government to find innovative solutions to its development challenges based on the on-going Country Programme Document approved by the Executive Board for the period 2006 – 2009. A new Country Programme Document was approved by the Executive Board during September 2009 for the period 2010-2013. Key priority areas for UNDP assistance are in strengthening democratic governance, crisis prevention and recovery and reducing poverty. UNDP is strengthening the institutional capacities of key national government and sub-national authorities which aim to enhance human security, human development, peace and stability in Afghanistan.

As part of strengthening democratic governance in Afghanistan, UNDP is developing the capacity of the Independent Election Commission (IEC) to organize democratic elections in Afghanistan. UNDP is managing a multi-donor (22 donors) funded programme, (ELECT), which has most recently supported the voter registration process and organized Presidential and Provincial Council elections on 20 August 2009. The ELECT Project will support the IEC in organizing the parliament election in 2010 and continue long-term assistance for capacity building of the IEC beyond 2010. UNDP support is in accordance with Security Council Resolution 1917 (2010).

UNDP assistance through ELECT is closely coordinated with UNAMA, UN DPKO and UNDP Headquarters. The ELECT Project in its current version is up to 31st December 2010 and its mandate also includes supporting the IEC in conduct of 2010 parliamentary election and laying the foundation for long term support to electoral process in the country. The total budget of ELECT project is \$224million for Presidential and Provincial Councils elections and will be increased for 2010 election.

The UNDP ELECT project will in 2010 focus on:

Support the IEC to conduct a limited voter registration top-up as required for the 2010 election and capacity building, through technical and operational support to the IEC, to assist the conduct of the 2010 election.

Capacity building, through technical and operational support to the Electoral Complaints Commission (ECC), to manage their responsibilities in the conduct of the 2010 election.

Support to long-term electoral reform and capacity building of the electoral management bodies.

## Functions / Key Results Expected:

Under the guidance and direct supervision of the Security Associate and Security Specialist. The specific responsibilities of the Security Guard include:

### Summary of key functions:

- Provision of Main gate security search and other guarding services:
- 1. Provision of Main gate security search and other guarding services, focus on achievement of the following results;
  - Ensure implementation of UNDP security rules, regulations and existing instructions and guard UNDP office premise;
  - Perform access control tasks and ensure that no unauthorized personnel and goods enter UNDP compound;
  - Search all cars entering the compound and ensure that no unwanted goods are carried in vehicles;
  - Ensure 100% ID check of all UN personnel entering compound;
  - Search all female non-UN personnel entering the gate;
  - Ensure that all goods going out of UNDP compound have a valid gate-pass, duly signed by authorized officers of UN agencies;
  - Reports immediately any suspicious object, package, bag etc. in the gate as well as anywhere in the compound;
  - Prevent all non-UN cars to enter the compound without proper permission from UNDP Security or Gate Supervisor;
  - Prevent armed personnel from entering the compound, unless otherwise authorized by UNDP FSA or FSS;
  - Ensure that all visitors are issued with a Visitors' Pass and enter the compound only when the gate supervisor has recorded all necessary details in his register;
  - Direct and guide all visitors to concerned offices and blocks;
  - Patrol the compound as per patrol Programme issued by the supervisor;
  - Control speed of cars inside the compound and ensure that vehicles are parked in proper parking spaces and in order;
  - During periods of restricted movements, control entry and exit of UN cars as directed by UNDP radio room and or Gate Supervisor;
  - In accordance with ELECT security incident SOPs (attack, fire) assist ELECT Security Staff to marshal staff to safe and secure locations;
  - Perform Basic First Aid on female members of staff, where cultural sensitivities may prevent a male from doing so;
  - Perform any other duties as required assigned by the gate supervisor or UNDP Security Advisor.

### Impact of Results:

The functions of the Security Guards are critical for the safety and security of Elect staff and office.

### Competencies:

#### Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Displays cultural , gender, religion, race, nationality and age sensitivity and adaptability;

#### Functional Competencies:

Knowledge, Management and Learning

- Shares knowledge and experience;
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills.

#### Development and Operational Effectiveness

- Ability to perform a variety of standard tasks related to main gate service, searching, and compound patrolling;
- Good knowledge of UNDP security rules and regulations.

#### **Recruitment Qualifications:**

##### **Education:**

- Secondary education. High school is desirable.

##### **Experience:**

- 1 year working experience as security guard.

##### **Language Requirements:**

- Fluency in either Dari or Pashto. Fluency in English is an asset.

#### **Submission of Applications :**

The application comprises a one-page cover letter explaining your interest and suitability for the post, and a UN Personal History Form (P11), your latest RCA (For UNDP contract holders) or an official performance evaluation report for all staff and non staff of the UN system. Interested **Afghans national Candidates** should submit their applications in writing (marked "Confidential", clearly indicating on the sealed envelope the Vacancy Announcement Number) to the Human Resources Officer of UNDP at Shah Mahmood Ghazi Watt Street, Kabul, Afghanistan; or **email** their applications (**indicating on the subject line the VA number and the title of the position applied for**) to [vacancies.afghanistan@undp.org](mailto:vacancies.afghanistan@undp.org) . For more detailed information about UNDP please visit our website [www.undp.org.af](http://www.undp.org.af)

Please note that incomplete applications & applications received after the closing date **(27 August 2010)** will not be given consideration. Only short-listed candidates whose application responds to the above criteria will be contacted for test and an interview.

**Female Candidates are highly encouraged to apply**