UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

INTERNAL/EXTERNAL VACANCY NOTICE

UNHCR Representation Office Dar es Salaam, invites applications from qualified internal and external candidates for the following vacant post.

Vacancy Notice No:	DSM/VN/08/021
Post Title:	Field Safety Assistant
Duty Station:	Mpanda Field Office
Remuneration:	Attractive salary (GL6 Level) and entitlements according to UN Staff Rules and Regulations
Duration:	Six months contract with possibility of extension
Effective date:	As soon as possible

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Assoc Admin/Finance Officer, and the overall supervision of the Head of Field Office, the incumbent will perform the following duties:

- Undertake regular and ad hoc security assessment missions to the field when requested by the supervisor,assist the supervisor in the same task, in order to gather information and analyse the overall security situation to a specific related area. Make appropriate recommendations;
- Maintain relations and co-operation with local authority and other agencies on issues of security;
- On the basis of the security assessment, provide assistance to the supervisor in evaluating the level of risk, the existing security measures for the safeguarding of staff, beneficiaries, property, UNHCR premises, and UNHCR staff members private residences and make appropriate recommendations and arrangements for improvements;
- Assist the supervisor in constantly monitoring the security situation vis-à-vis the implementation of UNHCR's activities, and security of beneficiaries and make appropriate recommendations and arrangements for improvements.
- Provide recommendations and assist in the preparation and maintenance of security guidelines, measures standards and MOSS for UNHCR offices in the field
- Assist in reviewing security and evacuation plans and propose improvements and necessary changes and asist in ensuring that all staff are familiar with these plans;
- Assist in/conduct training on security awareness, preparedness and response;
- Provide security advice to all staff including advice on warden system, radio communication procedures, travel procedures, recognition of explosive devices, fire safety, physical measures and other security issues and precautions to be taken;
- Conduct/assist in security briefings;
- Monitor, update and maintain database of security incidents;
- Assist in preparing situation reports;
- Maintain staff movements tracking system according to the requirements of security sistuation at the duty station/area;

- Respond to staff security emergencies and provide immediate assistance;
- Perform other security-related duties as required;

Qualification and Experience

- National of the United Republic of Tanzania;
- Secondary education plus university level courses in related fields;
- Police/Military and security courses/background are desirable;
- Six years of experience relevant to the function;
- Strong command of written and spoken English and Swahili is indispensable; Knowledge of French and/or languages spoken or work experience acquired in the Great Lakes Region would be an asset;
- Must be ready to work in refugee camps in the region;
- Have good inter-personal skills;
- Must be computer literate.

Applications:

- Must include a recent curriculum vitae and/or United Nations Personal History (P.11) Form, contact address with phone/fax numbers; must quote the vacancy notice number;
- Must be addressed to:

Human Resources Officer
UNHCR Representation Office
P.O Box 2666
Fax: 2152816/17
E-Mail: tanda@unhcr.org

Closing date for receipt of applications: **25th January 2008**

Applications from qualified female candidates are strongly encouraged.