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# **Senior Security Officer**

Job categories Security

Vacancy code VA/2025/B5506/29961

**Department/office** APR, MMCO, Myanmar

**Duty station** Yangon, Myanmar

Contract type Local ICA Specialist

Contract level LICA Specialist-9

**Duration** Open-ended (subject to organizational requirements,

availability of funds, and satisfactory performance)

**Application period** 02-Apr-2025 to 16-Apr-2025

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

Please note that UNOPS will at no stage of the recruitment process request candidates to make payments of any kind.

# **▼** Background Information - Myanmar

UNOPS Myanmar is one of UNOPS' leading offices in Asia, acting as fund manager for some of the largest development programmes in the country. In addition, UNOPS is Principal Recipient for the Global Fund in Myanmar and for the Global Fund's regional artemisinin-resistance initiative targeting drug resistant malaria in the greater Mekong sub-region. UNOPS also provides procurement, infrastructure and project management services to a wide range of organizations in the country, including international development partners, other UN agencies, NGOs and INGOs. UNOPS plays a critical role in ensuring that the quality of services provided to its partners meets stringent requirements of speed, efficiency and cost effectiveness.

# **▼** Background Information - Job-specific

UNOPS Myanmar has a shared Support Services team. Under the supervision of Field Security Advisor, the Security Senior Officer shall be responsible for performing the following duties:

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## **▼** Background Information - Job-specific

- Plan and advice on all security and safety matters related to the day to day and wider operations
- Perform security assessments, both routine and exceptional, as required, to ensure optimal safety standards are in place for staff traveling across the area of operation.
- Maintain and update the Security SOPs and ensure personnel and compounds are in compliance with the mandatory security measures as identified in the SRM;
- Report security matters directly to the Field Security Advisor;
- Prepare security situation reports as and when required;
- Attend Security Management Team (SMT) meetings and other working groups;
- Liaise with UNDSS and other Security Offices throughout the country as appropriate;
- Provide advice to all staff on training courses and any other information required regarding security issues, preparedness, methodologies, approaches and practical arrangements;
- Participate in Inquiry related to security incidents/accidents affecting the programme, and prepare the necessary reports as per the applicable UN/UNOPS procedures;
- Establish and monitor security measures in the office, communication room, providing training to national staff, developing communication system and procedures and coordinating emergency medical recovery of staff from emergency situations;
- Provide heightened security awareness training to staff, beyond the required security and emergency procedures, if necessary;
- Define, manage and account for the use of security equipment including communications equipment;
- In line with UN Department of Safety and Security (UNDSS) methodology, develop as required security risk assessments outlining potential risks and recommended mitigation strategies regards project implementation taking into consideration relevant and existing assessments;
- Ensure by supervising the process, that timely submissions of staff travel security clearance requests is carried out:
- Maintain accurate multi-sourced country files on current and projected security issues (assessments, security plans, etc.) and brief necessary staff across the region when required;

• 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;

- Prepare an annual security work plan including budget for all aspects of office security including full compliance with UN security management policies, procedures and guidelines; including:
  - Fire Safety
  - Security plan
  - Implementation of mandatory security mitigation measures
  - RSM
- 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;
- Liaise with the local government security 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.
- 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.

The personnel is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

## **Impact of Results**

**Monitoring & Process Controls** 

- Implementation of Security policies
- Effective security measurement
- Facilitation of security knowledge sharing

# **▼** Education/Experience/Language requirements

Education

Advanced University degree preferably in security, management, social science or related field is required, or senior staff qualifications; or a first level university degree with a relevant combination of academic qualifications and experience relevant to the above duties and responsibilities may be accepted in lieu of the advanced university degree

### Experience

- A minimum of 2 years of relevant experience in the sphere of international security management, law enforcement military experience. A minimum of 4 years of similar experience with a bachelor's degree is considered as equivalent.
- Experience within the UN system is desired
- Experience in security planning with a National or International Organisation(s) is highly desirable and experience in dealing with law enforcement agencies is an added advantage.
- Experience in the usage of computers and office software packages (e.g. MS Office newer versions, Google Suite Applications) is required

### Language

• Fluency in English and Myanmar is required

## **▼** Competencies



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, utilizing 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 behavior. 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.

## **▼** Contract type, level and duration

Contract type: Local Individual Contractor Agreement

Contract level: LICA-9

Contract duration: Open-ended (subject to organizational requirements, availability of funds, and satisfactory

performance)

For more details about the ICA contractual modality, please follow this link: <a href="https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx">https://www.unops.org/english/Opportunities/job-opportunities/Individual-Contractor-Agreements.aspx</a>)

### **▼** Additional Information

- Please note that UNOPS does not accept unsolicited resumes.
- Applications received after the closing date will not be considered.
- Please note that only shortlisted candidates will be contacted and advance to the next stage of the selection process, which involves various assessments.
- UNOPS embraces diversity and is committed to equal employment opportunity. Our workforce consists of many diverse nationalities, cultures, languages, races, gender identities, sexual orientations, and abilities. UNOPS seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce.

- Qualified women and candidates from groups which are underrepresented in the UNOPS workforce are encouraged to apply. These include in particular candidates from racialized and/or indigenous groups, members of minority gender identities and sexual orientations, and people with disabilities.
  - We would like to ensure all candidates perform at their best during the assessment process. If you are shortlisted and require additional assistance to complete any assessment, including reasonable accommodation, please inform our human resources team when you receive an invitation.

### Terms and Conditions

- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post.
- For retainer contracts, you must complete a few Mandatory Courses (they take around 4 hours to complete) in your own time, before providing services to UNOPS. For more information on a retainer contract <a href="https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAIrdJk7p-TulNKbvW0lyMNtGJI9yn5Jt5zNhwAOsKEG9D/pub">https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAIrdJk7p-TulNKbvW0lyMNtGJI9yn5Jt5zNhwAOsKEG9D/pub</a>).
- All UNOPS personnel are responsible for performing their duties in accordance with the UN Charter and UNOPS Policies and Instructions, as well as other relevant accountability frameworks. In addition, all personnel must demonstrate an understanding of the Sustainable Development Goals (SDGs) in a manner consistent with UN core values and the UN Common Agenda.
- It is the policy of UNOPS to conduct background checks on all potential personnel. Recruitment in UNOPS is contingent on the results of such checks.

#### **APPLICATION TIPS**

How to send a good application:

- English (https://content.unops.org/HR-Documents/How-to-send-a-good-application EN.pdf)
- French (https://content.unops.org/HR-Documents/How-to-send-a-good-application FR.pdf)
- Spanish (https://content.unops.org/HR-Documents/How-to-send-a-good-application ES.pdf)

### TOGETHER, WE BUILD THE FUTURE

UNOPS – an operational arm of the United Nations – supports the achievement of the Sustainable Development Goals (SDGs) by successfully implementing its partners' peacebuilding, humanitarian and development projects around the world.

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Our mission is to help people build better lives and countries achieve peace and sustainable development.

We are proud of our people. The UNOPS family brings together approximately 160 nationalities, represented by over 5,000 UNOPS personnel as well as some 7,800 personnel recruited on behalf on our partners. Spread across 80 countries, our workforce is rich in diversity and culture – with inclusion at its core.

We understand the importance of balancing professional and personal demands and offer several flexible working options.

Explore what we offer <a href="here">here (../../Pages/About/WhatWeOffer.aspx</a>).

## SUBSCRIBE TO OUR NEWSLETTER (https://www.unops.org/welcome)

UNOPS supports the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world.

For more information, please visit: www.unops.org (http://www.unops.org)

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Report Fraud (https://integrity.unops.org/internal-audit-and-investigations-group/report-alleged-misconduct)