



**Vacancy Announcement No 2010/01/110**

**Date: 25 Jan 2010**

**Post Title** : Female Security Guard  
**Organizational Unit** : WP&G  
**Type of Appointment** : Service Contract  
**Grade/level** : SB1/1  
**Duration** : One Year, Renewable  
**Duty Station** : Kabul, Afghanistan  
**Number of post** : Two (2)  
**Starting Date** : Immediate

**Closing Date** : 7 Feb 2010

**Organizational Values and Principles:**

UNIFEM is dedicated to advancing gender equality and women's human rights in Afghanistan. Staff and consultants of UNIFEM Afghanistan are expected to contribute to a professional working environment in which the strengthening of national capacities and human potential is prioritized. Respect for diversity and human dignity is required, as is the active pursuit of a collaborative and inclusive approach to both internal and external stakeholders, including colleagues and partners.

**Responsibilities:**

Under the guidance and supervision of the security officer (who is reporting to the unit manager), the incumbent provides reliable services.

The guard demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds. This support will include but not be limited to: Provision of Main gate security search and other guarding services focus on achievement of the following results:

- Ensure implementation of UNDP/UNIFEM security rules, regulations and existing instructions and guard UNIFEM office premise;
- Perform access control tasks and ensure that no unauthorized personnel and goods enter the 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 UNIFEM 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 UNIFEM Security or Gate Supervisor;
- Prevent armed personnel from entering the compound, unless otherwise authorized
- 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 radio room and or Gate Supervisor;
- Perform Basic First Aid on female members of staff, where cultural sensitivities may prevent a male from doing so. Immediately advise management of any suspicious activity or any event that represents a security risk to staff, equipment, vehicles or compound;
- Any other official duties assigned by the Supervisor.

### **Qualifications:**

- Primary education; secondary education desirable.
- 1-2 years of relevant work experience (preferably with UN or International Organizations);
- Good knowledge of the national language of the duty station
- Good time keeping
- Proven ability to take initiative and to work as part of a team
- Good understanding of the current security environment
- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates commitment to UNIFEM's mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Remains calm, in control and good humored even under pressure

### **Submission of Application:**

Please submit a one-page cover letter explaining your interest and suitability for this position as well as an updated CV (maximum 4 pages). Testing and interviewing will follow for short-listed candidates. Interested *Afghan nationals* should submit their application in writing (clearly indicating on the sealed envelope the vacancy announcement number) to:

**UNIFEM office, UNDP compound, Shah Mahmood Ghazi Watt, Kabul, Afghanistan**

Or, e-mail their application (indicating on the subject line the VA number and the title of the position applied for) to: [registry.unifem.af@unifem.org](mailto:registry.unifem.af@unifem.org)

Please note that applications received after the closing date (**i.e. 7 Feb 2010**) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for a test and interview.