



Tbilisi, 19 September, 2006

The United Nations Development Programme (UNDP) Country Office in Georgia, on behalf of the Office of the United Nations Department of Safety and Security (UNDSS) in Georgia, is seeking suitably qualified applicants (male or female) to fill the following position:

UNDSS Office Tbilisi

**Local Security Assistant (LSA) - (one position)**

The LSA works under the direct supervision of and is accountable to the Security Adviser (SA).

**General responsibilities:**

Assist the Security Adviser by:

- Liaising and co-ordinating with the local government security, law enforcement and the military with respect to United Nations security issues;
- Identifying trends and developments in the local security situation and providing appropriate advice to the SA;
- Maintaining the Security Plan, Minimum Operational Security Standards (MOSS) and Minimum Operating Residential Security Standards (MORSS);
- Conducting security evaluations of UN offices and staff accommodation;
- Screening incoming correspondence and prepare replies; drafting routine mail and ensure timely dispatch; translating security related reports, letters other requested documentation;
- Keeping all security records and files updated;
- Participating in inter-agency co-ordination for security management and training;
- Organising training courses on security issues/awareness and preparedness;
- Preparing and implementing security guidelines and procedures;
- Collecting, collating, analysing and disseminating information on security incidents and related issues that may impact upon the safety and security of UN staff and property;
- Monitoring mass media and other specific sources for security related issues;
- Assisting in advising UN and project personnel on various security issues, providing technical and other information needed by UN staff members and project personnel;
- Conducting security briefings for UN staff members, consultants, experts, visitors or other employees;
- Writing reports and ensuring records and registers are maintained;
- Processing security clearance requests;
- Preparing informal translations and providing interpretation services;
- Assisting in the preparation of the UNDSS budget for Georgia;
- Driving an official SA vehicle and taking care of the technical condition and maintenance of the DSS office vehicles;
- Carrying out other duties as directed by the SA.

**Qualifications and personal characteristics:**

**Essential**

Higher education; excellent oral and written communication skills of English, Georgian and Russian languages; a high level of personal integrity and ethics; 5 to 6 years of progressively responsible relevant work experience; proven computer skills; highly motivated; ability to work effectively both as part of a team or alone; valid international passport and driving licence; excellent organisational skills; ability to work effectively in stressful conditions.

**Desirable**

Tertiary qualifications; Previous experience in a law enforcement, military or security agency (preferably at officer level); Financial management experience; Research skills and experience; Experience as a training facilitator.

**Notes**

1. Applicants are advised that background and character checks will be undertaken on those applicants under consideration for a position with UNDSS.
2. The position may require travel (sometimes at short notice) throughout Georgia.
3. Successful applicants may be required travel to and work in hazardous locations, e.g. Upper Svaneti, South Ossetia and Pankisi Valley.
5. Appointments will initially be for 12 months with possible extension subject to satisfactory service, availability of funding and continuation of the UN mandate at the relevant location.
6. Applications should be submitted in English, and in addition to providing full name, date of birth, residential address and contact details should also clearly outline education and specialised qualifications, skills and experience that are relevant to the responsibilities identified above.
7. Only those candidates short-listed for interview will be contacted.

**How to Apply**

UNDSS Tbilisi Office:

Fax: 227503

E-mail: [nino.mamulia@undp.org](mailto:nino.mamulia@undp.org)

Contact person: Nino Mamulia, DSS LSA

**Deadline for receipt of applications:** 30 September 2006