

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)**

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**Vacancy Announcement  
Two Security Guards  
OCHA oPt  
Service Contract (SB1/3)****Background**

United Nations OCHA oPt offers coordination support, humanitarian advocacy and information, via its Jerusalem HQ and Field Coordination Units in Gaza, Ramallah, Nablus and Hebron and secures adequate support to area-based operational coordination structures, sectoral coordination in priority areas such as health and food security etc, and national level coordination, both operational and policy.

The OCHA oPt HQ Jerusalem has responsibility for inter-agency coordination in complex emergencies and coordinating emergency relief in natural disasters. In this context, it has a specific responsibility for the dissemination of information and policies to the humanitarian community, authorities, donors, as well as support to resource mobilization efforts.

**Duties and Responsibilities**

Under the overall guidance of the Head of Office and the direct supervision of the Facilities Supervisor, the Security Guard is expected to perform the following duties:

1. Security Guard services for OCHA oPt HQ in Jerusalem to the standard instructed by UNDSS;
2. Patrol and maintain security of the office premises and grounds during the assigned shift and report any irregularities;
3. Respond to emergencies affecting the safety of the premises and notify the immediate supervisor or other designated staff members;
4. Control admission to OCHA oPt grounds and premises;
5. Control admission of OCHA oPt guests and visitors.
6. Control any movements to and from OCHA oPt property and premises in Jerusalem;
7. Ensure that computers, machines, lights and air conditioning split units are turned off after working hours;
8. Ensure that lights are turned on/off outside the office premises as appropriate;
9. Answering telephones, transmittal of messages
10. Perform other duties related to security as requested by FS or OCHA Management;
11. Working mainly late shifts, with the flexibility to adapt to the working hours of the office, including on weekends;
12. During the absence of the Car Dispatcher and/or FS Car, dispatching cars after consultation/coordination with the Car Dispatcher and/or FS;
13. Immediately inform the FS of any security incident/vehicle accident or unusual movements inside OCHA oPt premises.

**Qualifications**

2-3 years experience as a Security Guard.  
Basic training in security/guarding is an asset  
Excellent physical condition.  
Basic computer literacy.

Fluency in the UN and National Language of the duty station.  
Experience with UN or International Organizations is an asset.

**How to apply**

For a full description of the post and P11 form, please visit the vacancies section on the OCHA oPt website: [www.ochaopt.org](http://www.ochaopt.org)

All applicants are requested to email the completed United Nations Personal History form (UN P11) in English to email address: [hr@ochaopt.org](mailto:hr@ochaopt.org).

**CLOSING DATE OF APPLICATIONS: 05 December 2009**