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## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

### Internal / External

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Job Title & Level:	Security Training Assistant, GS-5
Department/Office:	UNITED NATIONS VERIFICATION MISSION IN COLOMBIA/ UNDSS INTEGRATED SECURITY
Location:	BOGOTA, COLOMBIA
Posting Period:	2 weeks (March 3 – March 17)
Job Opening Number:	UNVMC-NJO-2021-004

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**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

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#### **IMPORTANT NOTE:**

**In order to implement the United Nations System-wide Gender Parity Strategy, for this job opening preference will be given to equally qualified female candidates.**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) **(CVs will NOT be accepted)**. Please review that your application is properly signed and has information on your contact details: email address and telephone numbers. You may send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please be advised that only applications using the UN P11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. Kindly ensure that you include the job opening number for the above position in your e-mail application. Only short-listed candidates will be contacted.

If you are an internal candidate with a Fixed Term Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application.

#### **Organizational Setting and Reporting:**

This position is located within the UNDSS Integrated Security of the UN Verification Mission in Colombia and is based in Bogotá. Under the general direction and supervision of the Associate Security Coordination Officer (Training), the G-5 Security Training Assistant supports the planning, preparation, and execution of all types of training conducted by the Security Training Team of the Security Section.

## **Responsibilities**

Within delegated authority, the Security Training Assistant (Training) will be responsible for the following duties:

- Provide administrative support to the Security Training Team (STT).
- Assist the Chief Security Advisor, Security Coordination Officer or Associate Security Coordination Officer (Training), in identifying and addressing information gaps in security training, at the level of the United Nations System in Colombia and of the Integrated Security Workforce.
- Understand and apply the principles of ADDIE (assessment, design, development, implementation, and evaluation) for the execution of the modules, lessons and courses on Competency Based Learning (CBL), using the existing material of training modules, practical applications, guidebooks and learning methodologies for adults.
- Support and participate in the assessment, execution and evaluation of the modules, courses, and lessons on CBL.
- Prepare the spaces, direct the logistics and perform other administrative tasks for the organization of meetings, trips, trainings, and learning activities, in addition to ensuring the authorization and processing of the respective payments.
- Follow up on administrative arrangements and formats related to official staff travel, in conjunction with the UNDSS Administration Office.
- Monitor and review all activities, tasks, and other pending issues, as directed by the Associate Security Coordination Officer (Training).
- Prepare security correspondence for signature and approval by the Associate Security Coordination Officer (Training), ensuring that all documents comply with the correct format, grammar, punctuation, and style.
- Support the monitoring and evaluation of training programs through the use of data and information management, using learning management systems and electronic knowledge management tools.
- Supervise the maintenance of the UNDSS LMS platform and other technologies for carrying out learning activities.
- Coordinate the collection and maintenance of statistical data on training activities and respond to inquiries and requests for information on training programs.
- Ensure that information on training programs is up to date.
- Carry out any other activity that is requested.

## **The incumbent will have frequent interactions with:**

- United Nations Security Management System (UNSMS).
- Personnel of the United Nations system in Colombia (UNCT and UNVMC)
- Civil, military, police and UNVs personnel.
- Project managers and other personnel.

## **Core Values:**

**Professionalism:** Excellent knowledge of security management, combined with solid background of military, police or security specialization; Knowledge, understanding and ability to manage security challenges in post-conflict environment. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviors. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behavior.

**Respect for diversity:** Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviors to avoid stereotypical responses. Does not discriminate against any individual or group.

## **Competencies:**

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

## **Education:**

A high school diploma or equivalent is required.

**Experience:**

- At least five years of experience in administrative and office support functions is required.
- At least one year of experience and exposure at the international level is desirable.
- Experience with integrated information management systems for staff administration, Learning Management System (LMS) or other comparable tools is desirable.
- Experience in security management, combined with solid background of military, police or security specialization is desirable.
- Experience in managing security challenges in post-conflict environment is desirable.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in Spanish (both oral and written) and working knowledge in English are required.

**Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

**United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence, and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations – Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

**IMPORTANT: Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based in the Duty Station of this Job Opening. Candidates who are currently serving staff members or former staff members employed within the last 24 months who have passed the Administrative Assessment Support Test (ASAT) in English at UN**

Headquarters, ECA, ESCWA, UNOV, UNOG, ICTR, or ICTY are exempt from the GGST. If you have passed the ASAT in English in one of the offices listed above, please inform us as soon as possible.