



## LEADER IN REPRODUCTIVE HEALTH AND POPULATION AND DEVELOPMENT

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### TERMS OF REFERENCE

**Post Title:** Local Security Associate  
**Type of Contract:** Fixed-Term  
**Post#:** 00102219  
**Level:** G6  
**Duty Station:** Kampala

#### **I. Organizational Context**

Under the immediate supervision of the UNFPA Representative, the Local Security Associate (LSA) will provide assistance in his/her role for ensuring MOSS/MORSS Compliance and matters pertaining to safety and security of UNFPA personnel, premises and associated assets.

It is important to note that the LSA is a local assistant who must always conduct his/her functions in close cooperation with UNDSS and under the direct supervision of and be accountable to the UNFPA Representative who maintains accountability for security in accordance with the Accountability Policy. The LSA can work under the technical guidance of the UNFPA Regional Security Adviser (RSA) for functional security matters.

#### **II. Major Activities/Expected Results**

Summary of Key Functions:

- Implementation of Country Office Security Plan
- MOSS/MORSS Compliance
- Threat & Risk Assessment
- Liaison/Coordination
- General Assistance to the CO SFP
- Security Training/Briefings
- Other Tasks & Activities

##### 1- Assists in implementation of Country Office Security Plan

- Provide assistance to the CO in the implementation of the Country Security Plan, Contingency Plans and the UN Security Framework, including ensuring that all UNFPA personnel are covered by relevant Security Plans;
- In conjunction with the HR Unit, ensure Staff Lists are maintained and regularly provided to UNDSS and to the Regional Security Advisor;
- Administer and test the UNFPA CO Warden Plan;
- Participate and coordinate for the field missions to facilitate movement within Kampala and between Kampala and other parts of the country and provide guidance to the team leader of field mission as well as keep coordination with the UNDSS and radio Room. Ensure timely preparation of Mission Requests and Security Clearances;
- Facilitate security clearances for UNFPA staff and missions arriving in Uganda, as needed;

- Facilitate preparation and ensure timely submission of security clearance/Movement of Personnel (MOP) requests, follow up on the endorsement of security clearance/MOPs by UNDSS, keep track on the respective records;
- Prepare and administer documentation related to travel arrangements, both local and international, including Travel Authorizations;
- Take overall responsibility for coordination of vehicle requests and drivers to provide missions outside Kampala;
- Administer staff IDs (issuance and renewal);
- In coordination with UNDSS, ensure availability of updated and adequate procedures for dealing with emergencies involving UNFPA staff in all project locations/offices;
- Assist in preparation and implementation of UNFPA Business Continuity Plan;
- In coordination with UNDSS be prepared for 24-hour response to all security and safety related incidents involving UNFPA staff;
- Provide assistance to UNFPA Security Focal Point CO in implementation recommendations of the UNFPA Regional Security Advisor and UNFPA Office of Security Coordinator.

## 2- MOSS/MORSS Compliance

- Assist in the maintenance and monitoring of the Minimum Operational Security Standards (MOSS) and Minimum Operational Residential Security Standards (MORSS) compliance of UNFPA staff, offices, equipment and other areas. Identify the Emergency Communication Equipment needs;
- Assists in the preparation of UNFPA security reports such as the Securing Incident Reports. Also assist the SFP on the conducting MOSS self-assessment on regularly basis;
- Ensure that all staff members posted to UNFPA have completed the Basic and Advanced Security in The Field Training and that records of certificates are maintained with the HR Unit;
- Assist in selection and procurement of appropriate equipment for security (vehicles, telecommunications equipment, etc). Monitors the procurement, deployment and functionality of the same;
- Take responsibilities for maintenance of office vehicles in respect of security requirement, equipment, vehicle logs.
- Coordinate with the SFP and UNDSS to conduct periodic appropriate security assessments of UNFPA premises and equipment and provides advice on shortfalls in security preparedness with recommended improvements and solutions;
- Coordinate with the CO SFP and UNDSS in implementing UNFPA office security measures and procedures.

## 3- Threat & Risk Assessment

- Coordinate with UNDSS security risk assessments, evaluations and surveys of UNFPA CO and project offices, as appropriate. Coordinate on the office emergency and security preparedness in coordination with different stake holders;

## 4- Liaison/Coordination

- If so requested and in close cooperation with UNDSS, maintains close contact and liaise with host government agencies and other UN offices to obtain latest information regarding the security situation in the country

5- General assistance to the CO SFP

- Provides general administrative assistance to the CO SFP and assist him/her in relation to security expenditure and budgeting;
- Maintains routine and confidential correspondence files/documents related to security issues;
- Provides substantive support to the CO SFP in collecting and updating information with regards to security issues and communicating them to the RSA and CO SFP;
- Takes minutes and/or notes at security meetings, when necessary;

6- Security Training/Briefings

- In close cooperation with UNDSS, provides support in organizing and conducting training briefings and courses on security issues/awareness and preparedness and giving orientation to newly assigned staff members

7- Other Tasks & Activities

- Provides assistance in the conduct and follow up of investigations and incidents affecting UNFPA staff and offices;
- Represents UNFPA at the local Security Cell meetings, as appropriate, in the absence of CO SFP;
- Provide briefing to staff and other associated personnel on UN Security Management System and other relevant security matters;
- Performs other security-related tasks assigned by the CO Representative/SFP

**IV. Work Relations**

To closely work with UNDSS Security Adviser/Field Security Coordination Officer, Government Security Departments and within UNFPA with the Representative, International Operations Manager and senior Staff.

**V. Job Requirements**

**Education:**

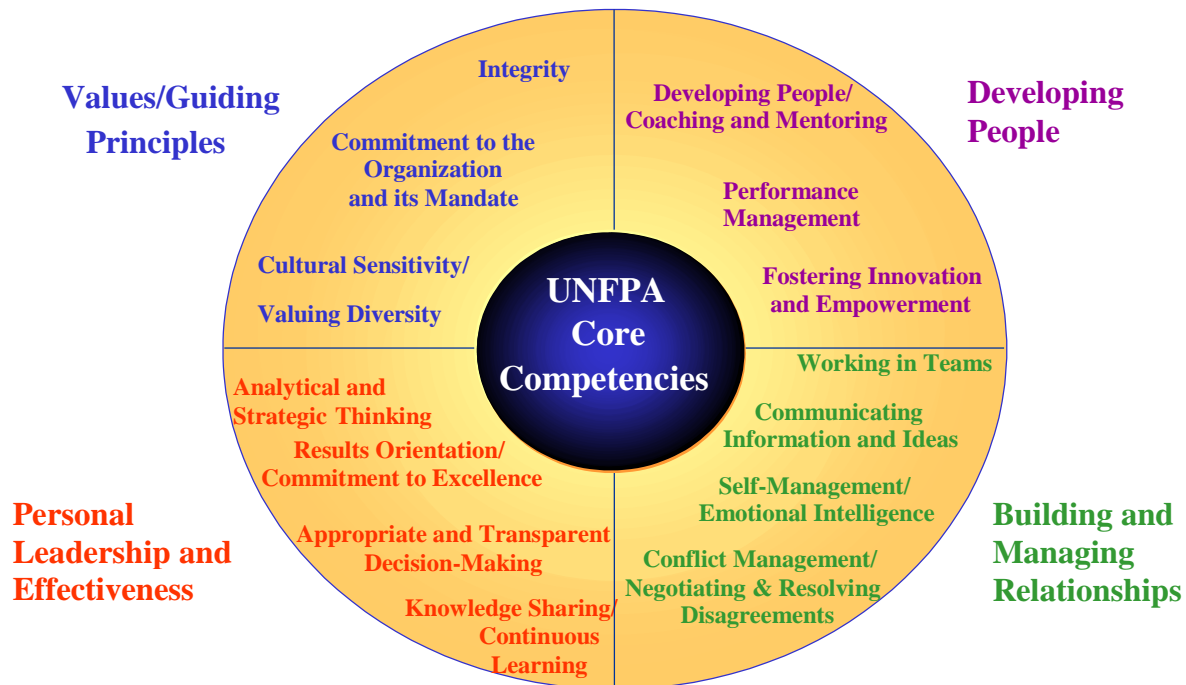
Completed Secondary Level Education required. First level university degree desirable in Political Science or equivalent and applicable security and military training;

**Knowledge and Experience:**

- Sixyears of relevant experience in security, preferably in the military or police context or related field of work. Experience in a UN/international related environment is a plus.
- Demonstrating /safeguarding ethics and integrity;
- Good relations and influence with national security organizations is highly desirable.

## Required Competencies:

### Core competencies:



### Functional Competencies:

- *Business acumen* – Applies the results of analysis and sound business judgment to make timely decisions by analyzing the environment, and identifying issues, opportunities, and risk factors.
- *Job knowledge/Technical expertise* – Ability to integrate the needs of the office automation, available resources and systems requirements and to solve systems/hardware/software problems.
- *Client orientation* – Contributes to positive outcomes for the client, anticipating and addressing his/her needs and concerns. Demonstrates flexibility in meeting client needs and seeks feedback on service provision. Creates an enabling environment for a smooth relationship between client and service provider.

### Languages:

English proficiency both written and oral. Knowledge of other UN official languages (regional languages) is an advantage.