



UNDP is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help build a better life.

**VACANCY ANNOUNCEMENT FOR LAO NATIONAL
Security Guard Supervisor at SC-4 level (SC)
Contract 12 months - renewable**

UNDP is seeking an experienced Lao National Guard Force Supervisor at the SC-4 level to supervise a team of security personnel in providing security and safety protection for United Nations premises, property and personnel. Under the guidance and direct supervision of UN Department of Safety and Security (UNDSS), the Guard Supervisor oversees Security operations at the premises including all related activities to ensure compliance with security and safety procedures of the United Nations.

Duties and responsibilities

- Supervise a team of security personnel in providing security and safety protection for United Nations premises, property and personnel. Conduct daily line-up inspections and brief shift personnel, including possible security threats and related operational plans. Advise, counsel and coach security personnel, examine routine reports and certify their accuracy
- Monitor non-UN staff movements and work on the premises outside of regular office hours. Assume control of specific areas during periods of heightened security
- Oversee Security operations at the premises including all related activities to ensure compliance with security and safety procedures
- Submit reports of all alarms or malfunctions. Collect, review and submit all safety incident and building inspection reports. Prepare monthly statistical reports pertaining to safety observations
- Advise the UNDSS and/or the Operations Officer and contractual staff and workers outside of regular office hours on any technical or safety related problem requiring immediate corrective action
- Monitor surveillance cameras, motion detectors and other related workstations located within the UN Building
- Undertake other duties as assigned

Competencies

- Professionalism – sound judgment and leadership skills
- Strong communication skills (written, verbal, and interpersonal)
- Teamwork
- Planning and organization
- Ability to manage and work well in multi-disciplinary and multi-cultural teams
- Ability to work in an organized and systematic manner

Qualifications and experience

- High school diploma or equivalent supplemented by military, police, fire or occupational building safety training
- A minimum from 4 to 6 years supervisory experience as a civilian or military law enforcement officer, or similar experience acquired working in a specialized commercial/private security firm/installation; having work experience in UN or International Organization is an advantage
- Proficiency in written and spoken English is required, knowledge of other UN languages would be an advantage
- Must be physically and mentally fit

This UNDP Service Contract is based in Vientiane.

Detailed job description available at the UNDP Human Resources Unit and on-line from
<http://www.undplao.org/vacancies/>

The applicants are required to **apply on-line** via the website above **by 25 Feb 2011**

Inquiry - telephone: (856-21) 267 777 or Fax: (856-21) 267 799

Female candidates are encouraged to apply
Only short-listed candidates will be contacted for interview