

CHIEF, SECURITY SECTION

Post Number : ADM 572

Grade : P-5

Parent Sector : Sector For Administration and Management (ADM)

Duty Station: Paris, France

Classification of duty station : HEADQUARTERS SECURITY

Standard Duration of Assignment: 2 years, renewable

Job Family: Administration

Type of contract : Fixed term

Duration of contract : 6-year fixed-term appointment, non-renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 6 June 2025

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the supervision of the Assistant Director-General of the Sector for Administration and Management (ADG/ADM), the incumbent is responsible for the safety and security of the Organisation's staff, of staff of Permanent Delegations, NGOs and IGOs, delegates, visitors and other persons being present on Headquarters premises on legitimate grounds, as well as of buildings, organization's property and premises. The incumbent also oversees field security operations of UNESCO's Field Network.

The incumbent will, in particular:

- supervise and manage approximately 90 personnel [assessing staff performance, defining attributions to staff, identify training needs, develop and implement safety and security training programmes];
- undertake risk assessments and evaluations, elaborate appropriate plans and mitigation measures, analyze the security and safety requirements for Headquarters and take the necessary actions;
- implement UNESCO security regulations and applicable Host Country safety/security norms and procedures;
- manage financial resources of the Section designed for activities and the up-keep, renewal and modernization of the safety/security equipment with a view to H-MOSS compliance;
- assist the Director-General in her functions of the UN Designated Official for France, coordinate cooperation with other UN agencies having premises in France.
- coordinate and supervise safety/security arrangements for meeting of the governing bodies, VIP visits, major conferences and cultural events taking place at HQ.
- maintain efficient relations with law enforcement, security services and other appropriate authorities in the Host Country as well as with UNDSS and other UN agencies;
- investigate cases of aggression or terrorism, violation, theft, loss, damage to the Organization's property/equipment;
- supervise field security operations through the Field Security Officer.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)
Strategic thinking (M)
Leading and empowering others (M)
Making quality decisions (M)
Managing performance (M)
Building partnerships (M)
Driving and managing change (M)
For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's degree or equivalent) in Security Management, Political Science, International Relations or relevant field.
- A first-level university degree with a relevant combination of academic qualifications and two additional years of qualifying experience in a related area may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

- A minimum of least ten (10) years' professional experience in security or risk, disaster or emergency management in a government, police, military, in public or private sector context such as national security, military or police, or in a corporate environment is required. Of these, a minimum of five years must be of command or leadership is required.
- Experience in coordinating security arrangements and conducting threat assessments.

SKILLS/COMPETENCIES

- Comprehensive knowledge of planning and implementing of safety and security programmes.
- Proven managerial skills including conflict-resolution.
- Ability to direct and motivate a multinational staff complement.
- Sound judgment, discretion, resourcefulness and initiative.
- Excellent interpersonal and organizational skills.
- Excellent communication skills both oral and written.
- Ability to respond in emergency situations in a timely and calm manner.
- Ability to interact and negotiate with senior officials of national and international organizations.
- Ability to develop excellent working relations with the authorities of the host country and the network of relevant agencies.

LANGUAGES

- Excellent knowledge of French with a working knowledge of English.

DESIRABLE QUALIFICATIONS

EDUCATION

- Qualification in the management and use of firearms.
- Certificates/Training in Security Management or a Related Field such as Security Certification Programme (SCP), Security Analysis Practice and Process (SAPP), or an equivalent recognized certification in the security field.

WORK EXPERIENCE

- Familiarity with the UN System or other International Organizations.
- Experience in managing security for diplomats and distinguished personalities.
- A minimum of four years of experience in UN Security Management System or similar International Organizations within security or related area.
- A minimum of two (2) years international field experience in peacekeeping environment.

SKILLS/COMPETENCIES

- Knowledge of UN security procedures and policies.

LANGUAGES

- Knowledge of the other UNESCO official languages – Arabic, Chinese, Russian and Spanish.

Long Description

An assessment exercise may be used in the evaluation of candidates.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the ICSC Website. Please note that UNESCO applies a zero tolerance policy against any form of harassment. Please note that UNESCO is a non-smoking Organization.

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 149 946 US \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as an interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.

Please note that UNESCO is a non-smoking Organization.