

**UNITED NATIONS DEPARTMENT OF SECURITY AND SAFETY (UNDSS)  
OFFICE OF THE U.N. SECURITY ADVISOR-LIBYA  
National Staff General Tasks**

**Terms Of Reference for the Post: Local Security Assistant-GS6 Level**

- Supervises the office in the absence of the Security Advisor (SA)
- Performs some functions of the SA under the supervision of the Designated Official for Security (DO)
- Primarily assists the SA on local security matters
- Primarily assists the SA in all government security coordination with the local authorities.
- Primarily assists in airport security liaison
- When requested, acts as office translator and translates – in a practical manner- Arabic documents to English and vice versa.
- Assists the SA in the maintenance of Minimum Operational Security Standards (MOSS) and Minimum Operational Residential Security Standards (MORSS)
- Responsible for the preparation for all routine reports to UNDSS in New York.
- Assists the SA in constantly assessing the security situation at the duty station.
- Maintains a statistical database for UN related incidents and those related to international organizations, INGOs, and diplomatic missions.
- Conducts UN office and required residential security surveys.
- Assists in organizing security awareness training courses for staff members.
- Assist in conducting Security Briefings for newly assigned staff members.
- Assists the SA in organizing and maintaining the warden system in close co-ordination with the UN Agencies.
- Supports the SA in preparing the UN internal Security Plan in Libya.
- Assists in maintaining any security portion on the internet.
- Attends Security Management Team (SMT) meetings and takes minutes.
- Performs Security Clearance function in consultation with the SA.
- Monitors Arabic language media for UN security implications.
- Responds to staff members' immediate requests for assistance, once approved by SA.
- Performs hotel security assessments for visiting VIPs as required when requested. Coordinate with the government authorities on this issue.
- Conducts national-assistant warden training sessions.
- Coordinates various administrative communications related issues.
- Prepares internal office operating procedures
- On call twenty four hours a day, seven days a week.
- Ensures that the appropriate level of confidentiality is maintained with regard to security matters

Prepared by the SA  
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