

# United Nations Nations Unies

HEADQUARTERS • SIEGE NEW YORK, NY 10017

TEL.: 1 (212) 963.1234 • FAX: 1 (212) 963.4879

DPKO/OROLSI/2016/0175

The Secretariat of the United Nations presents its compliments to the Permanent Missions of Member States to the United Nations and has the honour to invite their Governments to nominate corrections/prison experts for service as a Corrections Officer (Prison Security Officer) with the United Nations Mission in South Sudan (UNMISS) as government-provided personnel.

The Secretariat invites Governments to submit completed official United Nations Personal History Forms for their nominated candidates and certify that the nominees meet the minimum requirements as set forth in the attached terms of reference. The nomination of female candidates is strongly encouraged.

The Secretariat requests the Permanent Missions of Member States to the United Nations to forward their nominations by electronic mail to Mr. Viktor Jovev (jovev@un.org), with copy to cljas-secondment@un.org, by 10 March 2016. The Secretariat will also accept nominations after this deadline on a rolling basis. Nominated personnel may also be considered for service with other United Nations peace operations with similar requirements. Therefore, the Secretariat would also be grateful if the nominating Government would indicate in its submission whether it agrees to the candidate being considered for service in other United Nations peace operations.

The Secretariat wishes to outline that it is the responsibility of the nominating Government to ensure that each candidate it nominates has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal offence, or any violation of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence but were not convicted, the nominating Government is requested to provide information regarding the investigation(s) or prosecution(s) concerned. The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.

The Secretariat recalls that the responsibilities of personnel who are engaged to serve in United Nations peace operations are exclusively international in character. Such personnel are to perform their functions under the authority of, and in full compliance with, the instructions of the Secretary-General of the United Nations and persons acting on his behalf and are required not to seek or accept instructions in regard to the performance of their duties from any government or from any other authority external to the United Nations. While serving with the United Nations, such personnel will enjoy the legal status of "experts on mission" in accordance with

Article VI of the 1946 Convention on the Privileges and Immunities of the United Nations.

The Secretariat also has the honour to inform the Permanent Missions of Member States to the United Nations that the "Standard Operating Procedures for Government-Provided Corrections Personnel on Assignment with United Nations Peacekeeping Operations and Special Political Missions", dated 15 April 2014, reference 2014.07, shall be applicable to government-provided corrections personnel. The Secretariat recalls that it is the Government's responsibility to make copies of this document available to government-provided corrections personnel prior to their deployment.

The Secretariat further recalls that any government-provided personnel may be repatriated on disciplinary grounds for any breach of the United Nations standards of conduct as substantiated through appropriated investigation. In the case of repatriation due to disciplinary grounds, for failing to meet or dishonesty in regards to meeting minimum requirements for service in the Mission, misrepresentations, for personal reasons upon request of the individual, or upon request of the contributing Member State, the contributing Member State will be responsible for all travel-related expenses.

The Criminal Law and Judicial Advisory Service, Office of Rule of Law and Security Institutions, Department of Peacekeeping Operations, is the designated focal point for all issues related to the selection, recruitment, deployment, rotation, transfer and repatriation of those personnel.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Missions of Member States to the United Nations the assurances of its highest consideration.

A handwritten signature in black ink, consisting of stylized initials that appear to be 'DT'.

24 February 2016

  
**United Nations**  
**Job Description**

**Title:** Prison Security Officer  
**Status:** Expert on Mission (Government provided personnel)  
**Organizational Unit:** United Nations Mission in the Republic of South Sudan (UNMISS)  
**Duty Station:** Within the Mission area according to operational requirements  
**Report to:** Head of Corrections component  
**Duration:** 12 months (extendable)

**Responsibilities:**

The Prison Security Officer will be based at UN field locations within the Republic of South Sudan where Holding Facilities operate within UNMISS Protection of Civilians sites. Under the direction of the head of the Corrections component or his/her delegate, the Prison Security Officer will carry out operational security functions in accordance with international standards and established operating policies and procedures. The officer will deal directly with detainees during his/her service. Within limits of delegated authority, the Prison Security Officer will be responsible for the following duties on a 24/7 rotational shift work basis.

- Conduct regular interior and exterior searches of the Holding Facility to ensure its safety and security (fence, buildings, windows, doors, grills and bars, health/hygiene hazards, fire hazards, check for presence of prohibited items).
- Conduct regular searches of detainees, their personal belongings and living spaces (regular pat down searches and exceptional strip searches as authorized in line with standard operating procedures).
- Conduct counts of detainees as per the standard operating procedures and report numbers to the Holding Facility Commander for recording.
- Escort detainees to medical appointments, visits and other authorized locations.
- Undertake admission and release of detainees from the Holding Facilities.
- Implement foot patrol of the perimeter fence regularly looking for any infrastructural and environmental abnormalities.
- Engage proactively with detainees to collect information on risks to the facility safety and security.
- Provide a security presence while detainees meet with visitors and other approved personnel.
- Provide inputs in the development of standard operating procedures, policy and guidance material.
- Participate in the drafting of contingency plans in collaboration with the Holding Facility Commander, other mission components and interested parties.
- Assist in the development of project proposals to strengthen the security integrity of UNMISS Holding Facilities.
- Coordinate operational security activities of the facility with UNPOL and other mission components.
- Maintain written record of daily activities at the Holding Facilities; submit written incident and other reports as requested by the head of the Corrections component.
- Perform other functions as requested by the head of the corrections component and consistent with the mission mandate.

In addition to the duties above, Prison Security Officers will be first responders to security incidents inside the Holding Facility (including but not limited to fights, protests, general disorder, riots, fires and assaults) and may be required to use minimal physical force necessary to maintain order, stop

aggressive behaviour and protect life. Prison Security Officers will adhere to the principles of humane treatment of detained persons, according to international standards, standard operating procedures and other operational guidance in the daily operational activities of the Holding Facility.

#### **Competencies:**

- **Professionalism** – Demonstrated in-depth understanding of prison security issues, in particular with regard to operational security procedures; knowledge of relevant international human rights standards; capacity to adopt a strategic approach to the development of a prison security system; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations; capacity to conduct assessment of prison security environment. Knowledge of non-lethal use of force techniques and dynamic security. Possess ability to respond rapidly to potential threats within prison facilities.
- **Teamwork** – Cooperates with others to accomplish common goals; works with employees within and across his/her department to achieve shared goals; treats others with dignity and respect and maintains a friendly demeanor; values the contributions of others.
- **Accountability** – Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals.
- **Communication** – Proven and sustained communication (verbal and written) skills, including ability to prepare comprehensive reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying necessary information, making and defending recommendations; well-developed negotiation and consultation skills.

#### **Qualifications:**

Education: High school diploma/certificate. University degree is an asset.

Experience: At least 5 years of work experience within civilian prison on operational security issues. Current or recent (within the last two years) experience working on prison security issues at an operational level required. Experience as member of an emergency response team within a prison is desirable.

Language: Fluency in written and spoken English. Knowledge of Arabic desirable.

Other Skills: Strong physical condition and ability to work long shifts, including night shifts, in less than optimal working environments. Good physical condition is a requirement; officers who do not possess the appropriate physical condition for service may be repatriated. Driving license and ability to drive a 4x4 vehicle are required. All officers are required to pass a United Nations driving test at the beginning of their deployment and may be repatriated if they fail to do so. Officers must be computer literate.

In accordance with the new Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations are requested to make “self-attestation” that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.