



## Secretariat

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### ADMINISTRATIVE INSTRUCTION

To: Members of the Staff

From: Assistant Secretary-General for Personnel Services

SUBJECT: CLASSIFICATION STANDARDS FOR SECURITY JOBS AT HEADQUARTERS

1. In March 1984 the Co-ordination Committee for the Development of Job Classification Standards for General Service and Related Categories developed job classification standards for security jobs and submitted them to the Joint Advisory Committee for approval. Subsequently, they were submitted to the International Civil Service Commission, which noted that the methodology used to develop the standards was consistent with that used for the development of other standards. As the jobs covered by the standards are exclusively located in the United Nations Secretariat at Headquarters, the Secretary-General has final authority for promulgating the standards.

2. The original standards consisted of six levels of work. On the recommendation of the subgroup of the Classification Review Group that reviewed jobs in the Security Service category, the standards are now amended to comprise seven levels, defined as follows:

#### Level descriptions for posts in the Security category

##### S-1 level

Does not meet the full recruitment standards for S-2 Security Officers. Security Officer-trainees (S-1) will serve under specific instructions and field training of Security Officers (S-2 and S-3) at assigned posts for a period of two years.

##### S-2 level

Secures and protects the buildings and grounds housing staff of the United Nations and related organizations. Detects and reacts to potential danger to lives of delegates, staff and visitors and the property of the United Nations.

Requires two years of police or military experience, knowledge of United Nations security rules and training in the use of fire-arms.

S-3 level

Secures and protects areas of the United Nations that require identification and co-ordination of activities of VIPs; provides personal armed protection of VIPs or of staff carrying funds or valuables; maintains administrative data relating to the supervision of the United Nations security operations; investigates claims of loss or damage; or provides fire protection and emergency medical service.

Requires extensive and progressive security, safety/fire experience including special skills and knowledge required in security, safety/fire area. Furthermore requires knowledge of United Nations security, safety and fire procedures.

S-4 level

Performs first-line supervisory functions which consist mainly of assigning and inspecting the work of Security Officers and preparation of reports; or performs special technical duties such as development of aspects of programmes, such as fire and safety evacuation plans, or training sessions.

Requires in-depth knowledge of the state of the art in the special field of work and its techniques, and a good knowledge of United Nations rules regarding security, safety or fire and good communication skills.

S-5 level

Performs staff functions affecting the overall programmes of security and safety service such as training and development, pass and identification; or is in charge of a control centre.

Requires good knowledge of the United Nations safety, security or fire rules and practice. Furthermore, requires good technical skills in the special field of work and communication skills.

S-6 level

Plans and co-ordinates activities of a security, safety or fire organizational unit typically consisting of 15 or more Security Officers to whom direct supervision is provided by an intervening first-line supervisor. The organizational unit has responsibility for security and safety over a broad area of the building and grounds used by the United Nations.

Requires in-depth knowledge of the United Nations safety, security or fire rules, excellent technical knowledge; in addition, requires leadership skills and experience.

S-7 level

Exercises overall managerial responsibility for a major organizational unit within the Security Service with a staff of more than 75; carries out managerial

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functions through intervening supervisors who are responsible for organizational units covering broad areas of the United Nations security and safety programme; selects security personnel who will be assigned to carry fire-arms.

Requires knowledge and discipline in the field of security work and techniques including United Nations safety, security and fire rules; sound management skills and experience and thorough knowledge of the administrative and operational aspects of law enforcement.

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