



Terms of Reference for the Recruitment of National consultant for RADIO OPERATOR on a Roster Basis.

Application type:	External vacancy
Job Title:	RADIO OPERATOR
Category	Security
Duty station	Kigali, Rwanda
Application Deadline:	
Type of contract:	National Individual Contract
Expected starting date:	Short Contracts for Replacement of Radio Operators
Duration	Full 30 Calendar days for each assignment
Number of Candidates required to be on the Roster	3

I. Position Information

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Job Title: Duty Station: Level: Duration of Employment:	Radio Operator Kigali/ Rwanda GS4 1 month Short Service Agreement. Replacement Operator for the Radio Room staffing and on need basis.

II. Background and objectives

UNDP on behalf of UNDSS wishes to put in place a roster of qualified Radio Operators. Qualified candidates are invited to participate in this call for proposal for the recruitment of the national Consultants as Radio Operators.

Under the guidance of the UNDSS Security Advisor and the direct supervision of the UNDSS Field Security Associate, **the replacement Radio Operator must accept short contracts of at least one (1) month and be available at short notice to compliment staffing for the existing UN Rwanda Radio Room whenever required. These conditions are crucial since they also form the basis of candidates to roster for this function.** He/she must manage the radio room as the nerve center of the Rwanda UN operations, be familiar with the UN Security Standard Operating Procedures, directives, communication procedures and enable staff compliance with risk management measures, ensure the radio room is functional as a reliable security information and emergency communication centre. Also maintain an upto date database with current staff and

Warden listing to enable proper staff accountability and headcounts especially for use during emergencies. Liaise with Host Country Security Organs, liaise with UN Agencies Security Focal Points and provide effective and reliable communication to the Designated Official/Heads of Agencies, Security Advisor and Wardens. The Radio Operator must demonstrate client-oriented skills displaying high sense of responsibility, courtesy, tact and the ability to work with people of different nationality and cultural backgrounds.

III. Functions / Key Results Expected

1. Maintain the Radio Room function as Security Information and Emergency Coordination Center for the UN in the Country
2. Maintain 24/7 radio and telephone communications with all UN Organizations in the country
3. Broadcast all urgent security advisories over the VHF network as well as bulk sms system
4. Operate VHF & HF radios, sat-phones and maintain daily radio and operations log book;
5. Prepare monthly duty roster for Radio Operators
6. Conduct radio checks following a monthly roster for the respective UN Agencies;
7. Act as a relay quickly in the event of an emergency and contact relevant authorities to assist during critical incidents;
8. Coordinate and follow up with Host Country QRF units during incidents affecting UN staff and or operations;
9. Maintain up-to-date phone numbers for all emergency organizations including Police and Medical facilities.
10. Monitor, gather and compile events with security implications in country and advice the FSA and SA promptly
11. Monitor, track and record all UN Missions in the country including support to visiting VIP movements
12. Periodically check and maintain an updated list of important Host Country contacts, UN Agencies, SMT, ASCs, OMT and Warden lists;
13. Maintain a detailed incident log book for the daily security reports;
14. Report all faults relating to the efficient functioning of the Radio room to the UNDSS Telecomms Technician and SA/FSA
15. Keep a register of office phone utilization;
16. Organizing and conducting Radio training for new UN staff on communication procedures, use of VHF and HF radio equipment;
17. Issue VHF Radio Call Signs to new UN Staff Members according to Departments/ Units and Function of the respective Agency they belong to;
18. Issue HF Sel Call Signs to the different UN Base Stations and Vehicles
19. Test the Emergency Communication System periodically (every quarter) with the DO/SMT, SA, ASCs, Critical Staff, Medical Unit and Wardens.
20. Maintain an electronic database filing system for easy access and reference
21. Monitor media, review print and online sites daily for information gathering intended for daily Sitrep.
22. Maintain Staff Database including detailed personal information records on all UN staff members and their dependents.
23. Keep a copy of the relevant emergency procedures as an extract from the Country Security Plan
24. Perform any other tasks as may be assigned by FSA and SA as required.

IV. Competencies

- Demonstrates commitment to UN values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Demonstrates initiative and willingness to keep abreast with new developments in the security and operations field and computer skills

- ❑ Good communications skills in English and French, both oral and written. Good interpersonal skills.
- ❑ Demonstrates excellent knowledge of security rules and regulations and skills in finding solutions to security problems
- ❑ Ability to work under pressure and in emergencies or when rapid response is required
- ❑ Work effectively in Day and Night shifts including Weekends and Holidays on a 24/7 basis
- ❑ Responds positively to critical feedback and differing views.
- ❑ **Planning and Organizing:** Demonstrate ability to establish priorities and to plan, coordinate and monitor own work plan.
- ❑ **Creativity:** Ability to actively seek to improve services, offer new and different options to solve problems/meet client needs, promote and persuade others to consider new ideas.
- ❑ **Communication:** Proven and efficient communication skills in English and French (verbal and written).
- ❑ **Teamwork:** Ability to establish and maintain effective working relationships with peers and clients in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender.

V. Duration of the contract

The assignment is expected to take 30 calendar days.

VI. Institutional arrangement

UNDP will contract a National Consultant as the Radio Operator on behalf of UNDSS to undertake this assignment. UNDSS will supervise the consultant and will facilitate logistical requirement for the work. The Consultant will directly report to the UNDSS Security Advisor.

VII. Duty station

The assignment is both home and field (Kigali) based.

VIII. Payment modality

The consultant will be paid 100% upon completion of the assignment and the amount of payment will be indicated in the contract or the Purchase Order.

IX. Application procedures

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

Personal CV or P11, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;

Brief description of why the individual considers him/herself as the most suitable for the assignment, indicate your deployment availability time. (Time it requires you to be called upon and report on duty in number of days) on how they will approach and complete the assignment;

No financial Proposal is required. The shortlisted candidates will be paid at the level of G4 for UNDSS Staff. The payment will be gross payment as they are not considered UNDSS staff. Total amount will be indicated in the contract.

X. Delivery address and deadline of application:

UNDP Rwanda, P.O. Box 445, 12 Avenue de l'Armée, Kigali, Rwanda, and Attn: Head of Procurement Unit, Or by email address at offers.rw@undp.org not later **than 14 August 2018**, Time: 12h00 PM Kigali Rwanda local time.

XI. Evaluation criteria

The consultant will be evaluated based on technical scores. Maximum score is 100%. The Pass mark for shortlisting and be put on the UNDSS Roster is 70%. Candidates who will score below this point will not be contacted. The shortlisted candidates may be subjected to oral and technical test interview.

The technical evaluation will include the following:

Criteria	Max. point
Minimum Academic qualifications: A2	5
At least 2 years of experience in radio room/call handling or a similar field of expertise.	30
Proven and efficient communication skills in English and French (verbal and written).	15
Experience in valuing security and matters related to security;	10
Demonstrates excellent knowledge of security rules and regulations and skills in finding solutions to security problems	15
Fast (Number of days required for the notification of deployment)	10
Total Score	100

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply. All applicants will be treated with the strictest confidence.