

Job Title: Security Guard SC2- Damascus VA004-2017

DEADLINE FOR APPLICATIONS

From 17 January 2017 till to 31 January 2017

CONTRACT DURATION AND TYPE

Duration : Six months

Type : Service Contract SC2

ABOUT WFP

The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide. WFP pursues a vision of the world in which every man, woman and child has access at all times to the food needed for an active and healthy life. The Office of the United Nations World Food Programme in Syria is currently seeking a qualified candidate (Female) for Security Guard SC2 in Damascus .

ORGANIZATIONAL CONTEXT

These jobs are found at Headquarters (HQ), Regional Bureaux (RBs), Country (COs), Area (AOs) and Field Offices (FOs). Job holders typically report to the Senior Security Associate or the designate. Job holders are likely to be working under close guidance and follow established standard security procedures. These jobs require to work different shifts and report for duty on short notice.

JOB PURPOSE

To control entry to WFP premises to ensure security and safety of staff, premises and property in compliance with WFP security and safety procedures.

KEY ACCOUNTABILITIES

- Control entry and ensure security of the organizational premises.
- Ensure that routine patrols are conducted within the WFP grounds and have certification and/or training (as applicable by local law) to carry a defense weapon provided by WFP for the purpose of ensuring the physical security of the premises, WFP property and staff, as instructed.
- Ensure that security guards/watchmen keep an up-to-date record of their patrol duties;
- Patrol assigned areas; maintain continual surveillance against fire, water leakage and any other action which could damage WFP premises or injure personnel;
- Open and close buildings;
- Check that all office machines, air conditioners, lights, etc, are turned off after working hours;
- Investigate and report all incidents on WFP grounds that involve a breach of security procedures, injuries and theft and report back to supervisor;
- In case of incident/emergency instruct WFP staff members and visitors of performance of security services, including fire control and physical security for the premises, first aid procedures, use of equipment and operation of the automated alarm and video surveillance systems, if installed;
- Maintain updated directives and security personnel lists;
- Respond to enquiries and provide appropriate information or suggest alternative sources of information.
- Issue building passes, when appropriate;
- Liaise as necessary with the local administration, police authorities, fire services and other emergency services;

STANDARD MINIMUM QUALIFICATIONS

Education: Completion of secondary school education. Security Guard training is an advantage.

Experience: Two or more years of security related experience.

Knowledge & Skills:

- Good knowledge of essential security procedures and requirements.
- Ability to detect and identify dangerous objects and knowledge of how to deal with such objects.

- Ability to use fire equipment, metal detectors and other equipment.
- Ability to remain calm in emergency situations.
- Ability to provide immediate intervention and assistance in case of fire or other emergencies.
- High sense of responsibility and alertness; emotional stability and neatness.
- Physical fitness on duty and training in self-defense techniques.
- Ability to communicate effectively both orally and in writing.
- Courtesy, tact and the ability to work effectively with people of different national and cultural backgrounds.
- Good knowledge of the city where the office is located.
- Willingness to attend security trainings and comply with UNSMS standards.

Language: Fluency (level C) in Arabic and (level B) in English.

TERMS AND CONDITIONS

Only short-listed candidates shall be contacted.

Candidates must get an auto confirmation email once applying

Female candidates are strongly encouraged to apply.

This position applies to Syrian nationals residing in the country or abroad. National of other countries with a valid Syrian residency and/or work permit are welcome to apply.

HOW TO APPLY

WFP Staff:

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=12602&company=C0000168410P&username=>

External Candidate:

<https://career012.successfactors.eu/sfcareer/jobreqcareer?jobId=12602&company=C0000168410P&username=>