

## Job Title: Security Guard G2 Aleppo-VA054/2016

### 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 for Security Guard SC2 in Aleppo.

### DEADLINE FOR APPLICATIONS

From 28/12/2016 to 11/1/2017

### 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 monitor security of the organizational premises; use equipment and operation of the automated alarm and video surveillance systems, if installed;
- Patrol assigned areas inside and outside; maintain continuous surveillance against fire, water leakage, deposit of dangerous objects or any other action which could cause damage to WFP premises or injury to personnel;
- Report on any incidents or actions that involve a breach of security procedures to a supervisor;
- In case of incident/emergency, immediately use communications systems to alert supervisor and provide first aid to staff concerned as required;
- Liaise as necessary with the local administration, police authorities, fire services and other emergency services;
- Open and close office space; Check that all office machines, air conditioners, lights, etc, are turned off after working hours;
- Respond to enquiries and provide appropriate information or suggest alternative sources of information;
- Provide safe driving services including basic maintenance of assigned vehicles and reporting on official trips, daily mileage, gas consumption and the malfunctioning of vehicles; Issue building passes as requested;
- Perform security receptionist duties to receive delegates, staff members and the general public;
- Receive personal documents and issue building passes; Operate metal detectors and other identification equipment for screening personal belongings;
- Maintain up-to-date directories, receive and log mail or other documents after normal business hours;
- Perform regular in-depth inspection of fire equipment and fire alarm system;
- Assist in investigation and reporting of all incidents on WFP ground that involve a breach of security procedures, injuries and theft, etc.
- Report for duty as and when necessary (on call);
- Be able to work in Shifts A, B, C.
- Perform other related duties as required.

### 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=7501&company=C0000168410P&username=>

External Candidate

<https://career012.successfactors.eu/sfcareer/jobreqcareer?jobId=7501&company=C0000168410P&username=>