

Job Title: Security Guard (SC2) Tartous VA021-2022

WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles.

Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.

DEADLINE FOR APPLICATIONS

All applications should be received **no later than 03 May 2022**

CONTRACT TYPE AND DURATION

This position is open to Syrian or Syrian/Palestinian nationals, or holders of a work permit and residency in Syria.

Contract Type: Service Contract (SC2)

Duration: 12 months

Duty Station: Tartous

Number of required employees: 1

ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world achieve Zero Hunger in our lifetime. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need. In 2020, WFP was awarded the Nobel Peace Prize for its efforts to fight hunger globally, including its work during the coronavirus pandemic.

In Syria, WFP provides food assistance to more than 4.6 million people each month. This includes families who require emergency assistance when affected by conflict and displacement and also those who need help to improve their nutrition and food security. WFP supports children across Syria with healthy meals and snacks at school, mothers with nutritious diets, and families and communities with sustainable livelihood projects.

ORGANIZATIONAL CONTEXT AND ROLE

The security guard will work with security unit in collaboration with other units of WFP particularly Tartous Field Office under the direct supervision of Tartous Security Associate or the designate and Tartous Head of Field Office.

KEY ACCOUNTABILITIES (not all-inclusive)

- Monitor and control entry to WFP premises including screening persons and belongings, and issuing building passes, to ensure accurate accounting of staff and visitors' on WFP premises
- Use equipment and operation of the automated alarm and video surveillance systems
- Conduct regular and accurate checks of premises, and maintain continuous surveillance against fire, water leakage, deposit of dangerous objects or any other actions that may cause damage to WFP premises or injury to staff, to ensure compliance with safety procedures
- Report on any incidents or actions that involve a breach of security procedures to the supervisor, to ensure prompt actions are taken following established security procedures
- In case of incident/emergency, immediately use communications systems to alert a supervisor and/or liaise as necessary with the local administration, police authorities, fire services and other emergency services, to ensure required support is provided in a timely manner
- Perform regular in-depth inspection of fire equipment and fire alarm systems in WFP facilities under the supervision of the direct supervisor
- Report for duty (on call) when required as part of a response to office emergencies
- Maintain up-to date directories, receive and log mail or other documents in addition to staff and visitors log book
- Conduct a safety check for all vehicles before departing for field missions and report any findings to the direct supervisor
- Perform security receptionist duties to receive delegates, staff members and the general public
- Respond to inquiries and provide appropriate information or suggest alternative sources of information
- As directed by the Supervisor, participate in field missions to rural Tartous to areas that don't require the presence of an LSA.

STANDARD MINIMUM QUALIFICATIONS

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

Experience: Two or more years of security-related experience.

Language:

- Fluency in both oral and written communication in Arabic.
- Knowledge of written and spoken English.

FUNCTIONAL CAPABILITIES AND 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 technique
- 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.

TERMS AND CONDITIONS

Please upload your professional CV in English in PDF format making sure to include the following in terms of "Experience":

- Company/Organization name and scope of work of the organization
- Exact Position Title
- Contract type: part-time, full-time, volunteer, consultant, or freelancer
- Start and End date of Employment for each position: From (dd/mm/yyyy) to (dd/mm/yyyy)
- Responsibilities: To mention the main responsibilities that highlight your gained skills and experience
- A proof of your experience will be required in the final stage of recruitment.

Only shortlisted candidates will be invited to the next stage of the selection process.

Candidates must get an auto confirmation email once application is submitted.

HOW TO APPLY

Follow the links below to submit your application. If any of the links do not work by clicking on it, please copy and paste it in the browser address bar:

Ensure that your VPN is connected before clicking on the link below.

Internal candidates: <https://performancemanager5.successfactors.eu/sf/jobreq?jobId=161211&company=C0000168410P>

External candidates: <https://router.job-listing.wfp.org/sfcareer/jobreqcareer?jobId=161211&company=C0000168410P>

Qualified female applicants are especially encouraged to apply

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status. No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.