



VACANCY ANNOUNCEMENT VA No. 011/2015

The Office of the United Nations World Food Programme in Syria is currently seeking a qualified candidate for the following post:

Issuing Date	25 March 2015	Closing Date	08 April 2015
Post Title	Security Guard	Duty Station	Tartous
Contract Type	Service Contract	Grade/Level	SC2
Duration	Six Months	Unit	Security

Duties and Responsibilities:

Within delegated authority, the Security Guard will be responsible for the following duties:

- 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 buildings; 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 grounds that involve a breach of security procedures, injuries and theft, etc
- Report for duty as and when necessary (on call);
- Perform other related duties as required.

Qualifications:

Education: Secondary school education.

Experience: Two years of security experience, and experience in driving various makes of cars.

Language: Fluency in both oral and written communication in English and Arabic.

Knowledge: Valid driver's license and clean driving record for bus, motorbikes and light vehicles; good knowledge of the city where the office is located.

HOW TO APPLY

Applications must be submitted online

Application procedures:

To view the job description and apply to this vacancy please go to:

<http://i-recruitment.wfp.org/vacancies/15-0017615>

- **Step 1:** [Create your online CV](#)
- **Step 2:** Click on "[Apply](#)" to submit your application (please note that you must complete step two in order for your application to be properly submitted).

Only short-listed candidates shall be contacted.

Female candidates are strongly encouraged to apply.