

Guard

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Oct 31, 2024

Published : Oct 24, 2024

Employment Status : Full Time

Experience : Any

Salary : 11958 AFN

Gender : Any

Career Level : Any

Qualification :

Job Description

About BRAC Afghanistan:

BRAC is a nongovernmental development organization originated in Bangladesh and currently working in 10 countries in Asia and Africa. BRAC began its operation in Afghanistan in 2002, has been implementing its development programs in education, health, citizens' charter Afghanistan programme as well as capacity development in the country.

Job Description:

1. Checking all premises at the close of the day and ensure that doors and windows are properly locked.
2. Ensuring safety and security to all organization staff members and equipment at the different locations at all times.
3. Regular checking of all incoming and out-going movement of people.
4. Ensuring no unauthorized entry by any member without proper permission to any organization premises.
5. Meeting all incoming visitors, register and supply them with an identity card at working premises.
6. Meeting all visitors at the guesthouses and informing expatriate staff of visitors' arrival.
7. Seek immediate contact with the Security Officer in case of theft, fire and other incidents/accidents.
8. Periodic patrolling interior and exterior the organization premises at the guard's location.
9. Interpreting for organization staff as requested.
10. No duty station or post is to be left unguarded unless it has been ordered or authorized by the Security Officer.
11. Ensure no unauthorized parking of unknown vehicles in front or close to any premises of PIN.
12. Ensure no unauthorized personal or suspicious persons hanging around the premises. Such cases should be reported immediately to the Security Officer, Police.
13. Ensure 24-hour communications with the radio room and other stations.
14. Any ad hoc tasks given by the Security Department.
15. Apprehending suspected character and questioning them for proper identification
16. Directing visitors to the reception for more information after properly identifying the person.
17. Patrolling premises to ensure maximum security.
18. Ensuring security on BRAC properties well including the vehicles.
19. No allowing un-necessary visitors into office premises unless with genuine reasons beyond doubts.
20. Register the visitors visiting the office during the official hours and checking visitors.

Job Requirements:

- Good communication skills particularly in local language (Dari/Pashtu)
- Good knowledge in guard profession in Afghanistan
- Being Honest and Responsible.

Submission Guideline:

interested candidates are requested to send their application (complete C.V along with a cover letter and reference information) to Human Resources Department, BRAC Afghanistan,

To apply please click on the below link:<https://jobs.af/jobs/guard-G0mgG925Q>

Only complete applications will be accepted and short-listed candidates will be contacted.

BRAC is committed to safeguarding children, young people, and vulnerable adults and expects all employees and volunteers to share this commitment. Therefore, our hiring process includes extensive background checks and a criminal records disclosure to ensure safeguarding and to prevent harassment and abuse.

BRAC Afghanistan retains the right to not recruit for any of the positions advertised for here.

BRAC is an equal opportunities employer females are highly encouraged to apply.

If you have any difficulties applying for this job, please contact to jobs.af technical team through WhatsApp: 0773020100

Submission Email:

<https://jobs.af/jobs/guard-G0mgG925Q>

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
