Security Guard

tvt07998@gmail.com
Phone :
Web :

Job Summary

Vacancy :
Deadline : Nov 23, 2024
Published : Nov 19, 2024
Employment Status : Full Time
Experience : Any
Salary : As per Organization salary scale
Gender : Male
Career Level : Any
Qualification :

About War Child:

War Child's flagship Afghanistan program advances social impact in the lives of vulnerable children, women, and their families through its Justice, Education, Health, and Livelihood (Opportunity) program with child protection and gender across its entire program. The country program is undergoing an exciting expansion with newly secured long-term funding for programs in eight provinces Kabul, Nangarhar, Balkh, and Samangan Provinces.

Job Description:

Position Summary:

Maintain the safety and security of the staff, visitors, Office and Kabul MYC. Check the identity of all the visitors and vehicles, traffic of the vehicles when coming/leaving the campus, facilitating guidance for visitors.

Responsibilities:

Security Management (40%)

• Patrol the compound ensuring the safety and security of the offices, equipment, vehicles and staff
• Manage the access of vehicles to the compound ensuring proper inspection is complete
• Prevent visitors and staff members who are carrying weapons and other harsh objects into the compound.
• Inspect all incoming mail and packages and report immediately to the security officer any suspicious package, bags or envelopes
• Report for duties in accordance with the duty roster on round clock basis.
• On night shift, ensure the office premises, equipment and vehicle are secured and security lights are switched on and carrying out the patrolling of the compound on regular bases.
• Work alternatively night and day shifts according to schedule if required.
• Office gate logbook and daily inspection report maintained properly
• Perform any other duties as required.

Coordination and Communication (40%)

• Coordinate and communicate all security related issues on regular basis with other Security Guards.
• Ensure that non-staff personal are not admitted to the Office at any time unless clearance is provided by the specific staff
• Immediately advice management of any suspicious activity or any event that represents a security risk to staff, equipment, vehicles or compound

Staff Training and Capacity Building (20%):

• Direct visitors to register their details upon entering the compound
• Deal politely and professionally with visitors, staff and colleagues

Job Requirements:

Qualification:

Academic Background and Knowledge

• Secondary school graduate

Skills

• Secondary school graduate.
• Able to communicate in English
• At least 3-5 years' work experience with national or international NGOs, or UN agencies in related field.
• At least received a security training

Submission Guideline:

War Child is an equal opportunity employer; qualified Afghan women are strongly encouraged to apply. Interested applicants are invited to use the Bellow link for compleation of application process If the link does not work by clicking on it, please copy and paste it in the browser address bar.
https://ee.kobotoolbox.org/x/3QUAKLuq

Submission Email:

https://ee.kobotoolbox.org/x/3QUAKLuq

Education & Experience

At least 3-5 years' work experience with national or international NGOs, or UN agencies in related field.

Must Have

Secondary school graduate

Educational Requirements

Compensation & Other Benefits