



ICRC

International Committee of the Red Cross  
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



## **JOB ADVERTISEMENT SECURITY GUARDS TEAM LEADER Based in Old Fangak**

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 13,000 field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are more than 700 ICRC staff working in Juba, Bentiu, Malakal, Rumbek and Wau. The ICRC is looking for an enthusiastic and motivated person for the above position.

**ICRC is Equal Opportunity Employer giving highest priority to staff safety and security.**

For more information, visit website: <http://www.icrc.org/>

### **AIM OF THE POSITION**

- The Security Guards Team Leader provides and maintains security in the assigned premise(s) and supervises a small team of Security Guards.

### **RELATIONSHIPS**

- Internally, interacts with other ICRC employees and/or ICRC premises users.
- No external relationships.

### **Main Duties and Responsibilities:**

The Security Guards Team Leader has the following responsibilities.

- Applies the established security rules at all times.
- Coordinates and manages the security guards team in charge of maintaining security in ICRC premises. Performs as security guards when and if required.
- Ensures that guards under responsibility carry out properly their work, report on time, that they do not leave their duty before their shift is over and do not sleep during duty.
- Ensures that guards under responsibility respect the rules concerning the security of the premises.
- Ensures that the security related equipment is in good condition.
- Provides guidance and training on security guidelines.
- Organizes and supervises shifts and duty roasters, replacement for holidays, registers absences of staff and ensures replacement whenever needed.
- Supervises a team of security guards.
- Is part of the team of security guards and provides security guard duties full time.

### **JOB DESCRIPTION – Security Guards Team Leader**

#### **1. SPECIFIC ACTIVITIES**

- Knows and implements the established security rules and guidelines according to ICRC security rules.
- Prepares the schedules or roaster and share it with administrative assistant and the field delegate on monthly basis.

**Only short-listed candidates will be contacted. Application files not retained will not be returned.**



- Reports immediately any problem/incident or anything suspicious to his direct supervisor or any delegate.
- Ensures the security guards screens all visitors and vehicles arriving at the office and residence.
- Reports/announces all visitors arriving at the ICRC premises.
- Regularly fills in the register book (records time/date of arrival/departure of all visitors, telephone calls, and mail received outside office working hours, as well as all daily movements of all employees).
- Ensures the patrol of the premises is done regularly.
- Performs regular checks of the entire premises (including windows, doors, lights and pipes) to make sure they are secured and to prevent incidents.
- Makes sure that the guarding post is not left unattended (i.e. does not leave the post until next shift guard arrived).
- Ensures proper hand over of the shift to the next guard.
- Operates generator and water pumps, if available in the Sub delegation.
- Gives small services to other departments if requested.
- Ensures that the compound is cleaned up.

## **2. OTHER ACTIVITIES**

- Switches on/off generator in case of power cuts and reports any problem with generator to logistics to ensure timely repair.
- Sees to it that the rubbish and papers are disposed of properly.
- Assists with the photocopying of documents upon request/when necessary.
- Ensures the compound is clean and maintained in good order.
- Looks after plants/garden (sweeping watering, cutting of needed) in the compound and informs the administration, if the grass grows too long.

### **General duties**

- Is aware of the sub delegation's objectives and activities
- Understands the three components and seven principles of the Red Cross/Red Crescent Movement and their respective mandates.
- Applies the security rules at all times.
- Respects and observes the staff regulations and code of conduct of the ICRC in South Sudan
- Treats information with confidentiality and accuracy.
- Maintains an adapted and respectful attitude towards colleagues and interlocutors.
- The employee may be asked to perform duties and tasks not covered in this job description as well as to provide support to other departments when necessary.

ICRC is a humanitarian organization, which works to protect and assist victims of armed conflicts. The position within the institution requires to convey a certain image of the ICRC. ICRC expects its employees to behave in an appropriate manner at all times and in all places. All members of staff should ensure their attitudes correspond to ICRC principles both during and after working hours.

### **Minimum required knowledge & experience:**

- Primary school level.
- Knowledge of spoken and written English and/or Arabic.
- 1-year work experience in a similar field of activity.
- Knowledge of security equipment
- Skilled in the following competencies: Team work, and Planning.

### **HOW TO APPLY**

Interested candidates should submit their application clearly marked "**SECURITY GUARDS TEAM LEADER – Old Fangak**" (including C.V. written in English) and copies of certificates at latest **Wednesday, 12<sup>th</sup> June 2019** to the **HR Manager**.

either: At the ICRC reception in **Juba, Wau, Rumbek, Bor, Malakal and Bentiu**

or By email to: **brx\_recruitment\_services@icrc.org**

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