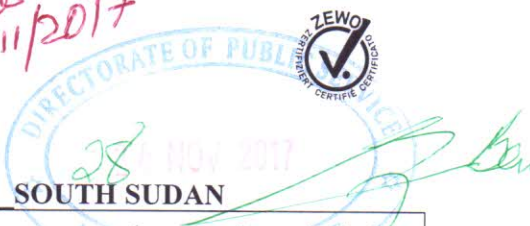


*Approved: ikj/line
28/11/2017*



Vacancy Announcement
Security Guard
EMERGENCY PROGRAMME DRIVER/MECHANIC SOUTH SUDAN

Organisation & programme information	<p>Caritas Switzerland (Caritas) is a non-governmental aid agency and a member of Caritas Internationalis. Caritas works worldwide and adheres to international humanitarian principles (NGO code of conduct). Caritas encourages people to take charge of their own fate and does this by promoting local initiatives that sustainably improve the living conditions of the socially disadvantaged, advocating the conservation of natural resources, supporting civil conflict resolution and peace building, cooperating with local partners and strengthening their own commitments.</p> <p>Caritas Switzerland works in Eastern Africa and the Horn of Africa with a focus on education, strengthening of civil society, food security and water, hygiene and sanitation. We operate an office in Nairobi; have Country Offices in Somaliland (Hargeisa) and South Sudan (Torit) and a Representative in Ethiopia (Addis Ababa).</p> <p>In South Sudan, Caritas Switzerland implements comprehensive recovery projects to provide basic services that aim at increasing access to quality education, improve food security as well as improving access to, and use of safe water by the beneficiaries. Among other things Caritas Switzerland builds water catchments and has a strong focus on sanitation and hygiene education and as well as teacher training, strengthening of parents/teachers associations and water management institutions. Caritas Switzerland is currently seeking a Security /Guard for our office/store in Ikotos for the emergency programme being implemented in Imatong State to respond to the humanitarian crisis.</p>
Position	Security Guard
Reporting to	Emergency Programme Logistics Officer
Workplace	Ikotos
Starting date	Mid December 2017
Duration	3 months with a possibility of extension.
Key tasks & responsibilities	<ul style="list-style-type: none"> • Patrol the Caritas Switzerland compound in Ikotos, housed in the Water Department and detect any sign of intrusion and ensure security of the doors windows and the gates of the office and store house. • Respond and investigate disturbances within the compound ensure that the fence is intact. • Record and report verbally and in writing any intrusion, unusual occurrences and theft to the supervisor immediately. • Monitor and authorize entrance and departure of employees' visitors and other persons to guard theft and maintain security of the premises. • Participate in compound cleaning where necessary. • Maintain a daily record of all movement of people and goods that enter or leave the compound. • Call for help from the assigned focal persons in cases of emergencies such as fire, presence of unauthorized person or stranger. • Answer telephone calls to take messages, answers questions and provide information during non-business hours. • Warn persons of rule infractions or violations and apprehend or evict violators from premises, using force when necessary. • Direct visitors to specified locations/offices and provide personal protection. • Flexibility to perform other duties as assigned by the supervisor.

Essential requirements & qualifications	<p>MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE</p> <ul style="list-style-type: none"> • Secondary School Certificate (O' Level or South Sudan School Certificate), • At least two (2) years' experience working as a security guard with an INGO, • Have diplomacy, tact and negotiation skills, • Ability to work under stress, • Fluency in spoken English and Juba Arabic, <p>DESIRABLE QUALIFICATIONS AND COMPETENCIES:</p> <ul style="list-style-type: none"> • Certificate security training is an added advantage. • Knowledge of the local language will be an added advantage • Disciplined, reliable and energetic. • Ability to relate to people of all backgrounds with ease.
Application	<p>Interested candidates must be South Sudanese should submit ONLY the following documents by 4th December, 2017.</p> <ul style="list-style-type: none"> - Application Letter - Copy of certificate (s) - Curriculum Vitae (CV) with names and contacts of three referees who should be present or former direct supervisors and current remuneration. <p>DO NOT SUBMIT ORIGINAL DOCUMENTS OR ANY OTHER DOCUMENTATION, PLEASE. IF NEEDED, YOU WILL BE PERSONALLY REQUESTED TO DO SO.</p> <p>Please send your application to the southsudan@caritas.ch e-mail address stating Emergency Programme Security Guard in the subject line. You can also hand deliver the application to the Water Department in Ikotos with the envelope clearly labelled CARITAS SWITZERLAND - SECURITY GUARD APPLICATION</p> <p><i>Only shortlisted candidates will be contacted</i></p>
Website	www.caritas.ch