



BACKGROUND: -

Center for Development Initiative (CDI) is a national non-governmental organization (NGO) formed by a group of South Sudanese professionals, from varied background and experiences. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 5520 under chapter 3, section 10 of the 2013 South Sudan NGO Act. We have been active in South Sudan since 2018. CDI goal is driven by service to humanity, through supporting the well-being and economic stability of vulnerable and marginalized communities affected by intentional and unintentional causes. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

The Job Title: Security Guard

Contract Type: Full time Appointment

Closing date: 15th May 2025 05:00 PM

Duty station: (2 position, Juba)

- Protecting property or individuals by patrolling and acting as access control for visitor
- The security guard is responsible for recording the names of visitors, patrolling the property and apprehending any trespassers
- Ensures that no inappropriate action take place, guests sign in upon arrival and exit.
- Make guests aware of rules that must be adhered to and Report to supervisors on a regular basis.
- Contact the relevant authorities if a crime is committed or an accident occurs.
- Presents losses and damage by reporting irregularities and informs violators of policy and procedures.
- Secures premises and personnel by patrolling property, monitoring surveillance equipment, and access points.
- Completes reports by recording observations, information, occurrences, and surveillance activities.
- Interviews witnesses and obtains signatures as needed.



- Maintains environment by monitoring and setting building and equipment controls.
- Maintains the organization's stability and reputation by complying with legal requirements.
- Ensures operation of equipment by completing preventive maintenance requirements.
- Contributes to team effort by accomplishing related results as needed.
- Follow all the health and safety regulations
- Collaborate with other CDI staff as needed and any other duty as assigned by the supervisor

Qualifications and Skills

- Must be able to stand up for about 4 hours
- Basic computer skills
- Strong interpersonal, verbal, and written communication skills
- Excellent sense of judgment o Can stay alert at all times

Education and Experience Requirements

- High School Diploma or equivalent required
- Minimum of [number] years of security experience
- CPR (Cardiopulmonary resuscitation)/First Aid certified

Confidentiality

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of CDI acquired in the course of duty, to any other person or organization without authority.

Professional standards

CDI and CDI staff must adhere to the values and principles outlined in CDI standards for professional conduct. These are integrity, service and accountability. CDI operates and enforces policies on beneficiary including protection from Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti- trafficking in persons and several other Safeguarding policies. Zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, subgrantees, suppliers/sub-contractors and implementing partners. Safeguarding at CDI is an integral to the organization values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation abuse, and harassment of any person linked to the program by both its employees and downstream partner.



Equal opportunity employer:

CDI is an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

How to apply

Applications should include an updated Curriculum Vitae (CV) and cover letter. In the cover letter (of not more than two pages), the candidate should briefly describe his or her motivation (include preferred location) for the position and highlight relevant experience. The above documents can be delivered to CDI Head Office, Gudele 2 Block 9 near 711, or sent in soft copy to: recruitediss@gmail.com

Only shortlisted candidate will be contacted and attach photocopies, remember no return of the any documents. The successful candidate will be subjected to a thorough background check and satisfactory references.

Female applicants are highly encouraged to apply. This is a national position open to South Sudanese only.

