

VACANCY ANNOUNCEMENT

Terre des Hommes Foundation (Tdh) is an international NGO focussed on Child Rights. To support the development of its projects in Juba, Tdh is encouraging applications from South Sudanese nationals for the role of:

Watchman (6).

Duty station: Juba-South Sudan

Contract duration: 6 months (with possibility of Extension depending on availability of funds)

Starting Date: ASAP

Overall job purposes, including but not limited to:

Under the supervision of the Logistics Officer, the Watchman is in charge of protecting people and properties. Although the watchman is asked to protect, he will not do so by force, nor risk his life in doing so. In case of distress correct judgment will be required.

Main responsibilities:

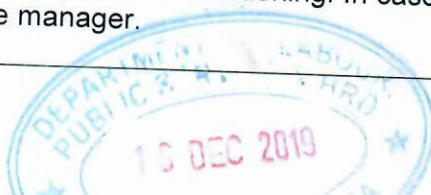
- Personal and premises safety.
- Movements of vehicles.
- Control the movement of people.
- Other Tasks

Specific objectives and associated activities

Personal and premises Safety

- Being posted inside the compound at all time:
- Watch carefully the entire plot, with attention to doors, windows and fences and any property stored in the yard (tables, chairs, tanks, vehicle etc.)
- Perform regular rounds within the premises.
- Inform the logistics or the occupants of the house of any movement and mention the suspicious movements in the register for daily handover purpose.
- Report to line manager or technical referent all information related to the safety of the compound and its occupants.
- Check that access doors are closed during non-working hours of the office and in the absence of occupants of the house.
- Ensure that no Tdh materials get out of the premises without prior permission of the admin and financial manager or logistics.
- Never leave - under any circumstances - his/her workplace without being relieved.
- Do not sleep during his/her shift. Sleeping during his/her shift or leave his position will be considered a serious fault.
- Ensure full handover during the relieve.
- Ensure the lighting, torch, lamps are all functioning. In case of any disfunction, report immediately to his/her line manager.

Approved





In case of theft or attack, he/she must never risk his life.

Movements of vehicles.

- Ensure the opening and closing of the gate for each vehicle movement ensuring safety during movement of the vehicle.
- Ensure that the way is clear for vehicles leaving the compound and guiding the vehicle driver when parking in the base.
- Register vehicle movements in the logbook meant for that purpose.
- Support in loading and offloading of goods at the request of his/her manager.

Control the movement of people.

- Make sure no one gets into the premises other than the authorized person. All visitors must wait outside until their entry is validated by a member of the team.
- Make sure that all visitors are registered in the visitor register at the entry point with full control of their identity card.
- Direct the visitor to the concerned person.
- Inform without delay his/her manager as soon as anything in the premises is missing or damaged.
- Do not receive a private visit during working hours (except to receive a meal or urgent messages).

Other tasks

- Enforce calm in the compound during office and night hours.
- Manage the starting and shutdown of the generators in accordance with the procedures and timetable set (diesel refuel, check the oil and the water level before each start, note the start and stop time in the logbook etc.).
- To assist with the evacuation of premises in the event of a fire or any incident.
- To report any incident to his/her managers according to the procedures. It includes but not limited to fire, water hazards, broken material, presence of unauthorized persons, generator issue, staff movement anomaly.

In addition, he/she can be asked by his supervisor to perform additional duties.

Requirements:

- Good English speaking and writing.
- Be physically fit.
- Committed and dedicated to his work.
- Attentive to his environment, integrity and honesty.
- Recent job reference with 24/7 contacts.
- Previous experience in similar position with INGO.
- Security training attended is an added advantage.



Application modalities:

Qualified and interested candidates should submit their updated CVS, Academic Certificates and a covering letter to: tdhsshra@gmail.com

Clearly with the title indicated, "Watchman".

Closing date is 8th January 2020.

Only shortlisted candidates will be contacted for a written test.

Tdh's recruitment and selection procedures reflect our commitment to protect children's rights, which include: the prevention of all forms of child abuse. Tdh is an equal opportunity employer.

Submitted documentation will remain Tdh properties (do not submit originals).