

## Job Advertisement

### Causal Groundsman/Security Guard - Juba based-talent Pool

SD-14-3  
Approved by Senior Inspector  
MOHR/SS/TJ  
15/02/2023  
MINISTRY OF LABOUR  
REPUBLIC OF SOUTH SUDAN, JUBA  
15 FEB 2023

**Job Purpose:** Support the running of day to day facility and act as a reliever guard, sitting in for other guards when they are on leave or off duty for any other reason; maintain the cleanliness of the outside areas of the residence/offices. This is a part time position twenty-four (24) hours per week.

#### General Duties and Responsibilities – Guard Daily

- Ensure the safety of Medair compound, Assets and Personnel
- Guards should NEVER leave their posts unattended. If you must leave your work station, liaise with the other guard or staff member to swap with you at the office/warehouse gate, even if it's a momentary absence.
- Prompt reporting of any suspicious behaviour, incidents, or damage/fault to facilities that pose a threat to the security of the compound
- Inform the Security Focal Point for any security emergency
- ALWAYS check through the holes in the gate before opening – many intruders are waiting outside of the gate for someone to exit as an easy way to break into compounds
- Monitor guests: ensure they leave with the same amount of materials with which they entered

#### Ensure the security tools are available and functioning at the start of each shift\*

- Put the panic button around your neck (or somewhere easily accessible for immediate activation)
- Put the mobile phone in your pocket, and be sure it is fully charged with enough credit
- Find the radio and ensure it is fully charged; put it on the right frequency and test it

#### Conduct facility duties to support day to day running of the base facility

- Receiving and documenting of all deliveries in a logbook
- Always check the water level in the main tanks and inform the Base Assistant; Base Manager of Level
- Frequently check the sewage level and inform the Base Assistant; Base Manager of level
- Garbage management, check the rubbish bins on a regular basis and call the rubbish collection company as per the schedule in place and ensuring the garbage area is always clean.
- Maintain the Medair compound clean including and not limited to Sweeping, Gardening, Dusting and cleaning the outdoor sinks.

#### C. Person Specifications

##### Essential

- Secondary Certificate
- 1 year of security guard work experience
- Fluent in spoken and written English
- Able to lift minimum 20 kgs
- Ability to work effectively as part of a team.
- Ability to work effectively under own initiative.
- Experience of general domestic and support work.

##### Desirable

- Primary Certificate
- Experience in working in a multi-cultural environment
- Fluent in spoken Arabic and/or local languages

**Applications deadline: 06 March 2023.**

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Recruitment Human Resources Department Medair South Sudan - Theo Road, Hai Tong Ping** or e-mail: [recruitment-sds@medair.org](mailto:recruitment-sds@medair.org)