

Security Guard

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Oct 23, 2024

Published : Oct 11, 2024

Employment Status : Full Time

Experience : Any

Salary : As per company salary scale

Gender : Any

Career Level : Any

Qualification :

Job Description

About Islamic Relief Worldwide-Afghanistan:

Islamic Relief Worldwide (IRW) is an international, non-profitable, non-governmental humanitarian relief organization with its head quarter in Birmingham, UK. It enjoys consultative status with the Economic and Social Council of the United Nations and is a signatory to the Code of Conduct for International Red Cross and red Crescent Moments and NGOs in Disaster Relief. Islamic Relief has been working in Afghanistan for more than 23 years, providing emergency relief and implementing life-changing development projects for some of the most vulnerable people in the country. Islamic Relief set up our first Afghanistan office in 1999. Since then, IRA continued providing assistances in emergency relief, food security, livelihood, education, health, nutrition, shelter, orphan sponsorship, Ramadan and Qurbani programmes.

Job Description:

Job Summary

Ensure the security and safety of the Office Compound, assets and staff members and provide a high standard of safety & Security throughout the Office;

Duties & Responsibilities

- Opens and closes office building / gates
- Checking the visitors and staff entering the premises
- Accompanies visitors to respective offices
- Briefs his replacement about his routine and significant incidents
- Never leaves his post without a colleague covering his position
- Responsible to emergencies affecting the safety of the premises and immediately notify supervisor;
- Patrols and maintains security of the office premises and grounds, including overnight guard duties, and reports any irregularities timely.
- Checks that all office machines, air conditioners, lights, generators and other , are turned off after working hours;
- Controls admissions of authorized personnel and movements of any organization into and out of the premises;
- Observe the office security procedures
- Manages the generators
- Vacuum carpets, tidy and dust Staff Room and other specified office areas.
- Provide a high standard of hygiene and cleanliness throughout the specified areas.
- Undertake any other duties as may be required from time to time.

Job Requirements:

Education:

- Basic education is must, 12 grade graduate is preferable.

Work Experience:

- 2-3 years' experience of working in an official environment (National or International NGOs) in the relevant field is required.
- Training in Safety Section is preferrable.
- Having effective communication and local languages understanding skills
- Be prepared in Physically and mindly

Submission Guideline:

Interested and qualified national local candidates should [submit](#) a cover letter explaining their motivation and updated CV to the following:

https://jobs.af/jobs/security-guard-tO_WIUMpH

The closing date for accepting applications is 23 October 2024

Please clearly state the Vacancy Announcement number and title of the position you are applying for in the subject line.

Please note that applications received after the closing date will not be considered and only short-listed candidates will be called for an Interview.

Submission Email:

Please refer to the submission guideline

Education & Experience

2-3 years' experience of working in an official environment (National or International NGOs) in the relevant field is required

Must Have

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Educational Requirements

Compensation & Other Benefits
