



Open to Internal and External Candidates

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| Position Title | : Security Guards |
| Duty Station | : Khartoum, Sudan |
| Classification | : G1 |
| Type of Appointment | : Special All Inclusive, six months with possibility of extension |
| Estimated Start Date | : As soon as possible |
| Closing Date | : May 02, 2018 |
| Reference Code | : SVN 13 2018 (N) |

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Resource Management Officer, and the direct supervision of the Senior Security Assistant, the selected candidate will be responsible for the following functions:

Core Functions / Responsibilities:

1. Protect and guard the staff, offices, warehouses, property and equipment.
2. Register all visitors in the registration book, keep their IDs and give out Visitors Cards, and ensure that they are directed to the proper office/staff member.
 1. Ensure that the IOM Office compound is clean and tidy at all times.
 2. Conduct regular security patrols in assigned areas against fire, water leakage and other incidents.
 3. Record any incidents in the occurrence log book.



4. Receive and record any deliveries or vehicle/office keys in the log book.
5. Bring any unusual circumstances to the attention of the Sr. Security Assistant immediately.
6. Respond to accidents / incidents promptly when the SSU/KRT needs assistance.
7. Ensure that once staff members have left for the day, all doors and windows are locked; turn off lights and air conditioners.
8. Ensure that anyone who is not an IOM staff member is not permitted on the premises of IOM after working hours, on weekends or holidays, except when accompanied by a senior staff member of the unit.
9. Perform any other duties as may be assigned.

Required Qualifications and Experience

- a) Completion of Secondary Education
- b) Able to write and speak English and Arabic Languages clearly.
- c) At least one year experience as security guard

Languages

Fluency in **English, Arabic.**

Required Competencies

Behavioral

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;



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- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

How to apply:

Interested candidates are invited to submit their applications via email: sudanhrdept@iom.int, by May 02, 2018 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 25.04.2018 to 02.05.2018.](#)