

**Title: Warehouse Guard (4)**

**Starting Date: 14/09/2023**

**Deadline: 21/09/2023**

**Duty Station: Raymah**

**Status: Full Time**

### **About VHI**

"Vision Hope International e.V. is a humanitarian and development organization working with local communities and authorities in the Middle East and North Africa (MENA) region to transform societies in greatest need. Our aim is to alleviate extreme poverty by providing food security for families, protection and education for orphans, community integration for refugees and people with disabilities, and sustainable development that promotes human well-being. For more information about our organization, please visit our website at [www.vision-hope.org](http://www.vision-hope.org)."

### **Duties and Responsibilities**

- Provide 24/7 security for the warehouse.
- Ensure that all materials entering and exiting the warehouse are authorized by the warehouse manager.
- Maintain the safety of the warehouse and its surroundings, and submit a weekly report on safety conditions to the supervisor.
- Prevent, detect, and respond to fires.
- Communicate with the supervisor immediately in case of an emergency.
- Be accurate and reliable in the results of information gathering.
- Ensure that the warehouse is secure and that all safety equipment is in its proper place.
- Guard the organization's trucks when materials are delivered.
- Perform any other duties as assigned.

### **المهام والمسؤوليات:**

1. حراسة المستودع ليلاً ونهاراً
2. التأكد من تقييد دخول وخروج المواد من المستودع الى أوامر امين المستودع الرسمي.

3. ضمان سلامة المستودع ومحيطه وتقديم تقرير عن حالة السلامة الى المسؤول المباشر على أساس اسبوعي.
4. الوقاية من الحرائق والكشف عنها والاستجابة الأولى لها.
5. التواصل مع المسؤول المباشر على الفور عند حدوث مشكلات طارئة
6. الدقة والموثوقية في نتائج جمع المعلومات.
7. التأكد من ان المستودع مؤمن وان جميع معدات السلامة في مكانها الصحيح.
8. حراسة الشاحنات الخاصة بالمنظمة عند وصول المواد .
9. القيام باي واجبات أخرى قد يتم تكليفه بها.

**Education And Skill Requirement:**

- Minimum 1 Year working in relative field with NGOs - (working for INGOs is an advantage)

**Additional job responsibilities:**

- Joining date: As soon as possible.
- The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**Additional Considerations:**

- The Warehouse Guard must adhere to VHI policies and the code of conduct, as well as faithfully and responsibly represent the organization.

**How to Apply**

- Please Use this link to apply for the position: [Click Here](#)  
or link here : <https://forms.office.com/r/YzYaUbuCLT>
- Note: Only filled forms in the link above will be considered as candidates.
- CV, Cover letter, a copy of the university degree, and Experience certificates send them via email to: [Recruitment.Yemen@vision-hope.net](mailto:Recruitment.Yemen@vision-hope.net)
- Please write the job title and location in the Subject Field of your email Warehouse Guard
- Only short-listed candidates will be contacted.

- **RECRUITMENT IS URGENT:** Interested candidates are encouraged to apply as soon as possible and not to wait until the closing date.