

**Job Title: Security Guard**

**Starting Date: 31 Oct 2023**

**Deadline: 7 Nov, 2023**

**Duty Station: Mahweet**

### ***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 & responsibilities:***

- Monitoring the movement of organization-owned vehicles and projects during their entry, exit, and official missions to and from the office, and ensuring that non-organization vehicles do not park in front of the organization's office.
- Controlling the entry and exit process to the office according to security and safety procedures.
- Operating the office's power supply (solar and electricity).
- Recording the entry and exit of employees and updating employee movements in the designated documents.
- Managing the entry and exit of visitors and updating visitor movements in the movement file while coordinating with relevant departments for visitor access.
- Organizing the entry and exit of tools to and from the office according to the organization's approved documents.
- Implementing the organization's security and safety policy.
- Any other tasks related to security and safety assigned by their direct supervisor

## المهام والمسؤوليات:

- ❖ الحارس مسؤول عن حراسة المكتب خلال ساعات العمل المخصصة كما يتكفل بالقيام بالمهام والمسؤوليات التالية:
- ❖ متابعة تحركات السيارات الخاصة بالمنظمة والمشاريع اثناء للدخول والخروج والمهام الرسمية من والى المكتب والالتزام بعدم وقوف السيارات الغير تابعة للمنظمة امام مكتب المنظمة
- ❖ ضبط عملية الدخول والخروج الى المكتب حسب إجراءات الامن والسلامة
- ❖ تشغيل الطاقة للمكتب (الطاقة الشمسية & الكهرباء).
- ❖ تسجيل دخول وخروج الموظفين وتحديث حركة الموظفين في الوثائق المخصصة لذلك.
- ❖ تنظيم دخول وخروج الزوار وتحديث حركة الزوار في ملف الحركة مع تنسيق الإدارات المختصة لدخول الزوار
- ❖ تنظيم دخول وخروج الأدوات من والى المكتب بحسب الوثائق المستخدمة المعتمدة من المنظمة
- ❖ العمل على تطبيق سياسة المنظمة في الامن والسلامة
- ❖ أي مهام أخرى يكلف بها من مديره المباشر متصلة بالأمن والسلامة

## QUALIFICATIONS AND SKILLS:

1. Education: A high school diploma or equivalent is required.
2. Prior experience in security-related roles is often preferred. This may include work as a security guard or in a similar position.

## 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 Project Security 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](https://forms.office.com/r/YzYaUbuCLT)  
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, 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 as **Security 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.