

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement

Post Title: Security Guard
Duty Station: Gaza
Duration: 8 months
Deadline: 23 February 2007

UNDP/PAPP is seeking a security guard for the Gaza Office.

Duties and Responsibilities:

Under the overall guidance of the Head of the Gaza Office and the direct supervision of the Assistant Field Security Advisor, the Security Guard is expected to:

- Patrol and maintain security of the office premises and grounds during the assigned shift and report any irregularities.
- Respond to emergencies effecting the safety of the premises and notify the immediate supervisor or other designated staff members.
- Control admission of authorized personnel to UNDP grounds and premises.
- Control the movement of UNDP property to and from the grounds and premises.
- Ensure that computers, machines, lights and air conditioning split units are turned off after working hours.
- Ensure that lights are turned on and off outside the office premises as appropriate.
- Maintain UNDP telephone directory and emergency numbers required.
- Duties to be performed on a 24/7 basis as scheduled in the Security Guard Duty Roster not to exceed 40 hours per week.
- Perform other duties as requested.

Qualifications:

- Minimum of 2 years experience as a Security Guard.
- Basic training in security/guarding.
- Excellent physical condition.
- Basic computer literacy.
- Proficiency in English language, oral.
- Experience with UN or International Organizations is an asset.

To Apply:

- Interested candidates should send their application with a cover letter stating the reasons they are interested in the position to the UNDP/PAPP Office in Jerusalem, specifying the position: **Security Guard-Gaza**, by E-mail to hr.ps@undp.org or by fax to 02-6268223.
- Deadline: **23 February 2007**