

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



#### VACANCY Announcement

**Post Title: Security Guard**  
**Duty Station: Jerusalem**  
**Duration: 6 months (with possible extension)**  
**Deadline: 17 November 2007**  
**Vacancies: 2**

UNDP/PAPP is seeking 2 security guards for the WFP, UNFPA and WHO shared premises.

#### **Duties and Responsibilities:**

Under the overall guidance of the WFP Civil/Military Affairs Coordinator and the direct supervision of the Guard Supervisor, 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 UNFPA, WHO and WFP shared grounds and premises.
- Control the movement of UNFPA, WFP and WHO property to and from the grounds and premises.
- Ensure that lights are turned on and off outside the office premises as appropriate.
- Control entry and ensure security of the organizational premises.
- Ensure that routine patrols are conducted within the grounds and ensure that security guards/watchmen keep an up-to-date record of their patrol duties.
- Patrol assigned areas, maintain continual surveillance against fire, water leakage and any other action which could damage premises or injure personnel.
- Investigate and report all incidents on shared grounds that involve a breach of security procedures, injuries and/or theft and report back to supervisor.
- In case of incident/emergency instruct UNFPA, WFP and WHO staff members and visitors of performance of security services, including fire control and physical security for the premises, first aid procedures, use of equipment and operation of the automated alarm and video surveillance systems, if installed.
- Maintain updated directives and security personnel lists.
- Respond to enquiries and provide appropriate information or suggest alternative sources of information.
- Issue building passes when appropriate.
- Liaise as necessary with the local administration, police authorities, fire services and other emergency services.
- Report for duty as and when necessary (on call).
- 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-Jerusalem, or by fax to 02-6268239.
- Deadline: 17 November 2007

**"UNDP/PAPP is an equal opportunity employer: applications from men and women will be considered equally"**