



VACANCY ANNOUNCEMENT

Job Title: 2 Guard for the Zakho One Stop Shop (OSS)

Project Name: UNHCR 2024/Protection and Assistance Program for Refugees and IDPs in Iraq-Duhok

Vacancy Ref. NO: 93

Number of Vacancies: 2

Work Duty Station: Zakho

Applicants Residence: Zakho

Preferable Gender: male

Duation of Appointment: 1 month and 15 working days of November

Expected Starting Date: 2024-11-14

Deadline for Submission: 2024-11-11

Type of Contract: Full-time

Working Hours: Full time

Background:

Harikar NGO is a neutral, non-governmental, non-profit humanitarian organization established on 30th May 2004 by a group of social activists. Harikar NGO as stated in its mission statement strives toward the fulfilment of human and women rights in Dohuk Governorate as stipulated in the new Iraqi constitution of 15th October 2005. Harikar is committed to within its resources- contributing towards the achievement of the internationally agreed Millennium Development Goals. Harikar believes in human rights, the right of every person to reach his/her potential without discrimination on the basis of race, gender, religion, social segment and ethnicity. Harikar strives to achieve social justice, especially among the marginalized vulnerable groups and works towards eliminating all forms of discrimination against women by promoting their capacity to fully participate in community development. Harikar has been able to successfully carry out more than 80 projects, through funding from various partners including UNFPA, RRT/PRT, UNHCR, UNESCO, UNICEF, UNOCHA, Diakonia, UNDP, UNOPS, IRD, Mercy Corps, CARE International, ASB, GIZ, Acted, IRC, IRI, NDI, SCF-UK, Mission east, ICSP and others

Job Overview:

The One Stop Shop Guard will conduct regular rounds/patrol for the OSS's properties and maintenance areas to identify potential safety hazards, breaches of policy, or criminal occurrences and ensure that the One Stop Shop follow all security and safety policies and procedures.

Under the supervision of the One Stop Shop managmnet, the Guard will undertake the following duties and responsibilities:

Scope of Work (Duties and Responsibilities):

1. Reception:

1. Operate the office heating and cooling sets at the beginning of the office day.
2. Ensure that all lights, heating and cooling sets and other electric equipment are off at the end of the office day.

2. Security:

1. Mainly guard and monitor the safety and security of the OSS.
2. Keep the management updated on security situation.
3. Report any suspicious incidents.
4. Cooperate and coordinate with other concerned security departments in the site.
5. Observe for signs of crime or disorder and contribute to investigation of disturbances.
6. Call police or fire departments in case of emergency, such as fire or presence of unauthorized person(s).

Additional Duties and Responsibilities :

- Attend and participate in trainings, workshops and other capacity building exercises as required by the line manager;
- Fulfil other duties as required by the line manager.

Experince, Qualification and Skills:

Educational Qualifications:

- Hold at least primary school certificate

Skills:

- Reside in or close to the place of work.
- Physical fitness is mandatory for any security/guarding position.
- Previous working experience in the related field.
- Cultural sensitivity and respect for diversity.
- Fluent in Arabic and Kurdish languages (written and spoken).
- Ability to work in a challenging environment.
- Ability to promote the values of equality, non-discrimination, and human rights for all.

Reporting, Supervision:

Reports to: Assistant Project manager for refugee

Supervisees: None

Expected Conduct:

- Ensure that confidentiality is always maintained when conducting the required duties and responsibilities.
- Work with the Harikar/UNHCR concerned personnel in a cooperative and collaborative manner.
- Seek guidance and technical support when needed with "Do no Harm" principle being the priority at all times.
- Maintain high professional and ethical standard when both on and off duty, including upholding the principles and practices set out in the Code of Conduct and adhering to international standards;
- Seek guidance and technical support when needed with "Do no harm" principle being the priority at all times.

Commitment:

All Harikar staff must be committed to the Core Humanitarian Principles as well as the Core Humanitarian Standards in Accountability and Quality Management

All Harikar policies, guidelines and checklists are an integral part of this Job Description and must be implemented, including, but not limited to;

- Harikar Operations Guidelines.
- Harikar Anti-Fraud Policy.
- Harikar PSEA Policy.
- Harikar Code of Conduct.
- Inter-agency Child Safeguarding Policy