

Vacancy Announcement

Position title	Office Guard
Vacancy No.	YAO-Khq-19-11
Employment Type	Full-time
Duration	Until 31/12/2019
Duty station	Khanaqin Office
Estimated Start Date	As soon as possible
Closing Date	Sunday 27/01/2019
Overview	Youth Activity Organization (YAO) is a Non-government organization; established since 2001 in KR-I. YAO as a leading NGO is working to make positive changes to the lives of people in the community. Working for socio-economic development to the targeted societies through strengthening their capacity and providing humanitarian services to ensure that human rights of all persons are secure of in their enjoyment of their freedom that are necessary in dignified living.
Job Description	Youth Activity Organization (YAO) is seeking an experienced guard.

<p>Main Duties and Responsibilities:</p>	<ul style="list-style-type: none"> • Patrol assigned area to ensure the security of YAO’s personnel, buildings and properties • Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises. • Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons. • Report daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences. • Watch for and immediately report irregularities and potential dangers, such as fire or water hazards or presence of unauthorized persons • Constantly inspect and monitor all the security devices and equipment and to ensure that they are intact and not tampered with. Immediately report irregularities. • Reduce the impact of any attack carried out against the YAO compound through warning compound occupants, calling for assistance and assisting with evacuation or other reaction as required • Attend the main gate at all times in order to deter unauthorized entry into the YAO compound and to open for entry and exit only for authorized persons. • Ensure proper handover to the replacement guard. • Undertake any other duties required
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<p>Required Qualifications & Experience</p>	<p>Education:</p> <ul style="list-style-type: none"> • Generally no need for Higher Education. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 2-year experience in similar position. • Cultural awareness and ability to build relationships quickly with a wide variety of people • Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure • Must be Iraqi nationality holder.
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	<p>Knowledge:</p> <ul style="list-style-type: none">• Excellent communication skills.• Able to adapt within a work environment containing individuals of multiple and various cultural and educational backgrounds. <p>Languages:</p> <p>Strong communication skills both verbal and written Kurdish and Arabic.</p>
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How to apply:

Qualified Candidates should submit their CVs attached electronically to jobs@yao-iraq.org with indicating the position they are applying for in the subject of the email.

Email subject must read: **YAO-Khq-19-11**

- Email without vacancy title will not be considered. Email after the closing date will not be considered. Only short listed candidates will be contacted
- **YAO** is an Equal Opportunity Employer. YAO considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.