

Ref: UN-HABITAT/VA/2019/009

Issued on: 12 March 2019

## TERMS OF REFERENCE

Job Title	Office security guard
Location	Sittwe (Rakhine State)
Duration	12 months
Starting date	1 May 2019
Type of Contract	LICA (National)
No. of Position	2

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

## DUTIES AND RESPONSIBILITIES

Within the framework of UN-Habitat's work programme, policies and procedures, the **Office Security Guard** will work under the direct supervision of National Programme Coordinator supported by the Finance and Administrative Assistant, and over all guidance of Country Programme Manager. The Office Security Guard will be responsible for the following tasks:

- Control entry and ensure security of UN-Habitat premises
- Open and close office building
- Check that all office machines, lights, etc, are turned off after working hours
- Investigate and report all incidents on UN-Habitat grounds that involve a breach of security procedures, injuries and theft and report back to supervisor
- Respond to enquiries and provide appropriate information or suggest alternative sources of information
- Issue building passes, when appropriate
- Perform other related duties as required.

## QUALIFICATIONS AND EXPERIENCE

- Secondary school level education
- Preferable to have minimum one-year experience on security guard duty
- Matured, good communication skill and with a sense of responsibility and participatory spirit of team work

## Competencies

- Good interpersonal and communication skills; basic English is desired
- Good team spirit and respect for diversity

## SUBMISSION OF APPLICATIONS

The application comprises a one-page cover letter explaining the applicant's interest and suitability for the post and a CV with a Passport Photograph, updated United Nations Personal History Form (P 11) and copy of certificates and eventually letters of recommendation.

Interested candidates (**Myanmar Nationals**) should submit their application in writing, clearly indicating on the sealed envelope the Post Title and Duty Station, to UN-Habitat, Office No. 8C, Saw Mahar Street (off Bogyoke Museum Rd), Bahan Township, Yangon or by email with Subject: "Post Title and Duty Station" to: Email: [recruitment@unhabitat.org.mm](mailto:recruitment@unhabitat.org.mm) Cc to: [recruitment.unhabitat@gmail.com](mailto:recruitment.unhabitat@gmail.com)

Please note that applications received after the closing date **26 March 2019** will not be given consideration for this cycle but will be kept in the roster. Only shortlisted candidate whose application responds to the above criteria will be contacted for interview.

UN-Habitat regrets its inability to reply individually or attend to telephone queries on the advertised posts.

Please download P11 Form from:

[http://www.fukuoka.unhabitat.org/vacancy/pdf/Personal\\_History\\_P11.doc](http://www.fukuoka.unhabitat.org/vacancy/pdf/Personal_History_P11.doc)