



(Vacancy Announcement)

Guard (86%) – 1 Position

Job Level – (F.2)

Duty station -Hpa-an

Duration : 7 Months -further extension conditional upon funding

VA :2024-HI-006

Organization:

Humanity & Inclusion (HI - registered as the Federation Handicap International) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster.

HI works alongside persons with disabilities and people in need of support, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. In emergency, HI's mandate widens to target the groups most in need within any population taking gender inequities into account – from isolated rural communities, to persons with disabilities, to excluded minority groups – to ensure their equal access to appropriate relief aid.

Myanmar-Thailand Programme:

Since 1984, HI has been active in refugee camps along the Myanmar-Thailand border. The organization set up rehabilitation centers and supplied prostheses and mobility aids to people in need.

In Myanmar the first operations date back to 2008, following cyclone Nargis. The emergency response program closed at the end of the response operations. In 2013, HI reinstalled an intervention program, and focused on activities in its core sectors of interventions: promoting inclusion and responding to the needs of persons with disabilities including landmine victims.

HI's intervention in Myanmar and Thailand is based on 5 strategic pillars:

- **Emergency Response** – Basic Needs and Inclusive Humanitarian Action
- **Armed Violence Reduction** – EORE, Contamination Impact surveys and Victim Assistance Efforts
- **Inclusive Health** – Rehab, MHPSS, Early Childhood Development and Access to Services
- **Inclusive Preparedness** – Disaster Risk Reduction and Logistics Analysis
- **Inclusive Opportunities** – Inclusive Education and Inclusive Livelihoods

Follow us on Facebook: <https://www.facebook.com/HIMyTh/>

Humanity & Inclusion encourages qualified people with disabilities or chronic illness and women to apply. We commit advancing inclusive workplace to remove barriers and to the full and equal participation in the workforce. We commit to provide equal employment opportunities, reasonable accommodation in workplace to all employees and qualified applicants, regardless of Nationality, gender, religious and ethnic backgrounds, including people with disabilities.

Main objective of the position:

Reporting to the Logistics Planner, the guard ensures the security of property and persons on the site(s) under his or her responsibility. He or she is responsible for controlling entries to the site(s), informing and guiding visitors (entry/exit management). He/she is the point person for the Logistics Planner and as such informs him or her of any problems that fall within his or her remit and suggests solutions. He/she contributes to the implementation of HI's.

VA:2024-HI-006_Guard-86% (Hpa-an)

Missions / Responsibilities

Mission 1: Participates in the definition of the logistics section of the StratOp and implements the facilities management action plan

- RISKS: Forwards to his/her line-manager the information needed to update the risk map for his or her area of responsibility and suggests and implements corrective mitigation measures;
- INCIDENTS: Reports to his/her line manager any anomalies or incidents encountered in his area of responsibility;
- INDICATORS: Forwards to his/her line-manager the information needed to produce the dashboard for the security of the property and person on the site(s) under his/her responsibility.

Mission 2: Deploys HI's standards and contributes to it expertise and accountability within his or her remit:

- STANDARDS: applies HI standards for his or her entire professional field with regard to policy, processes and tools;
- LOCAL ADAPTATION: Applies these standards contextualised to meet local conditions and regulations;
- ACCOUNTABILITY: Applies internal rules and the rules of institutional donors in his or her fields of activity.

Mission 3: Operational implementation of logistics

3.1 Implementation phase:

- Ensures the security of the property and persons on the site(s) under his/her responsibility;
- Complies with the legislation in application and ensures compliance by occupants/visitors;
- Alerts his/her line manager in the event of an infringement of regulations by a member of staff (visitor; national or international staff) in accordance with established procedure;
- Alerts the occupants of the site under his responsibility and his/her line manager in case of immediate danger according to established procedure.

Mission 4: Facilitation of the profession sector

- Participates in the facilitation of the organisation's profession sector (community of practice)

Mission 5: Emergency Preparedness and Response Responsibilities

- Contributes to the program's emergency preparedness actions and, during an emergency, adapts his/her work modality to contribute to HI's effective humanitarian response

It is expected that the position holder will perform any other duties as required by the Line Manager that are commensurate with the position.

Due to the developing and volatile situation in Myanmar and emergency nature of the programmatic response, the position holder's responsibilities may evolve as per programmatic needs.

Duty Station	: Hpa-an
Line Manager of the position holder for	: Logistics Planner
Position holder is Line Manager for	: N/A
Position holder is technical referent for	: N/A

Required for the Job

Qualification:

Education/Knowledge

- Middle School Level is required.
- Knowledge of Security Operations and safety practices.
- Knowledge of safety equipment.

Experience:

- At Least 2 years of working experience with the Security Guard is required.
- At Least 1-year experience with a humanitarian NGO/INGO is required.
- Working experience with Security system and be experience how to write reports;

Languages Skill:

- Must have fluent speaking and writing skills in Myanmar and (English -preferable) with sound interpersonal skill and public skill.

Additional:

- Applicant with drinking and drug abuse behaviors are not considered eligible

HI is committed to protecting children and vulnerable adults from harm. All staffs are expected to comply with the child Protection and PSEA Policies. Applicants for this position will be assessed regarding their suitability to work with children and vulnerable adults.

“HI is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate regardless of race, colour, religion, sex, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression. Qualified women are strongly encouraged to apply for this position.

The successful candidate will be required to complete a self-declaration form to help verify their suitability to work with children.

Send applications to: recruitment@myanmar.hi.org (CV + cover letter).

Please write: “**VA: 2024-HI-006_Guard (86%) _ Hpa-an**” in subject.

Deadline for the submission: **28th May 2024 (5:00 PM) MMT.**

Only shortlisted applicant will be contacted for a written test and interview. **Applicants may be contacted on a rolling basis before the closing date, it is encouraged to apply early.** After closing date, applications are not considered.

HI is an organization that takes a Zero Tolerance stance on sexual exploitation, abuse, harassment and intimidation, fraud and corruption. The selected candidate must agree to adhere to and respect these policies which are available on this link: <https://hi.org/en/institutional-policies>

HI has also set up a rigorous, transparent and inclusive mechanism for the escalation and management of complaints. Any report can be sent confidentially and securely to this email <https://secure.ethicspoint.eu/domain/media/en/gui/105781/index.html>.