

VACANCY ANNOUNCEMENT (URGENT Hiring)

(VA – 011/2025)

CFSI is a humanitarian organization committed to peace and social development, with a particular interest in the psychosocial dimension. Its mission is to protect and promote human security— specifically the lives, well-being, and dignity of people uprooted by persecution, armed conflict, disaster, and other exceptionally difficult circumstances.

CFSI in Myanmar seeks qualified, experienced applicants with diverse backgrounds to work with CFSI, the duty station is in Naypyidaw.

1. Security Guard	1 post
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SUBMISSION OF APPLICATIONS

Interested applicants should send their Expression of Interest (EOI) application to cfsi-myanmar@cfsi.ph with the subject line CFSI Screening Committee - (Position Title). *Example: CFSI Screening Committee-Monitoring and Evaluation Assistant.* The Screening Committee will only contact short-listed candidates. In your submission, include the following documents:

- (1) Letter of interest addressed to the “Screening Committee”**
- (2) Updated curriculum vitae**
- (3) Names and contact details of three professional references**

CFSI highly values diversity, is an equal opportunity employer, and welcomes into the Organization those who are committed to human rights, subscribe to humanitarian principles, and meet the requirements of specific posts. Employment is offered without regard to race, color, religion, gender, age, (dis)ability, sexual orientation, or marital status. Committed to being a learning organization, CFSI invests in the further development of its human resources, including contributions towards higher education.

CFSI is committed to preventing any type of unwanted behavior at work, including sexual exploitation and abuse, lack of integrity, and financial misconduct. CFSI has adopted a zero-tolerance approach to sexual exploitation, abuse, and harassment. Rigorous background and reference checks are undertaken for all short-listed candidates.

Incomplete application will not be considered for selection.

Qualified females are strongly encouraged to apply.

Deadline of Submission: 25 April 2025

COMMUNITY AND FAMILY SERVICES INTERNATIONAL

Position Description

Position	: Security Guard
Reports to	: Humanitarian Response Project Coordinator
Duty Station	: CFSI Field Office in Naypyidaw (FON)
Project Classification	: Humanitarian Response Project (HRP)

Job Summary:

Under the direct supervision of the Humanitarian Response Project Coordinator, and with support from Finance and Administration Assistant (FAA), the Security Guard shall perform overall security and safety of the CFSI Field Office in Naypyidaw (FON) and its premises.

Duties and Responsibilities:

1. Ensures the overall security and safety of the FON and its premises and facilities, at his/her designated day/time;
2. Implements security protocols and measures during the management of Core Relief Items (CRIs) and other non-food items (NFIs) that are stored in the FON warehouse—before arrival, during loading/handling, until the completion of the release of the CRIs/NFIs to partners;
3. Works closely with the Logistics/Warehouse Assistant during the handling of the CRIs, including ensuring that external personnel (partners, delivery/transport staff) comply with CFSI requirements, including proper attire, ID, and vaccination cards;
4. Stays alert at all times and be ready to immediately respond to the security and safety needs of the office and staff;
5. When installed, ensures that the CCTV equipment system is working;
6. Operates electronic/mechanical equipment as may be required by programme activities and supported by the Finance and Administration Assistant (FAA); learns to properly operate firefighting and safety equipment in the office to adequately respond in case of fire or other emergencies;
7. Stores fuel and other combustible materials safely; ensures that the fuel and such combustible materials/ supplies do not become fire hazards; maintains and records the use of the generator;
8. Immediately reports to the HRP Coordinator for any immediate security or safety threat to office facilities, equipment, and materials therein;
9. Stands guard at the FON entrance during office hours; prevents the entry of unauthorized persons; logs unusual incidents that may occur or be observed during one's watch;
10. Keeps office and warehouse gates/doors properly monitored, closed, and locked outside work/operating hours; ensures windows and doors are closed during inclement weather conditions;
11. Ensures that all electrical gadgets and generator are switched off after all staff have left the office; and
12. Performs other duties that may be assigned by the HRP Coordinator.

Other Duties and Responsibilities:

1. His/her duty shall be five days a week.
2. Should maintain a security logbook to record his surveillance, observations, etc. during his time of duty;
3. Should immediately inform/contact the Head of Administration in Mindanao for any perceived security threat;
4. In case of fire, he should first contact the Fire Station immediately;
5. Upon reporting to duty and before leaving the duty station, he should immediately conduct tour of duty and check on the doors and windows of the building/office/warehouse ensuring all are locked;
6. S/he turnover the security logbook to the FAA at the end of his duty; and
7. S/he should record in the security logbook the arrival and departure of staff to enter the premises late at night.

Qualifications, Skills, and Experience Necessary:

1. Secondary education level or matriculation passed;
2. Minimum of two (2) years working experience in Security Guard;
3. Good knowledge of safety and security protocols;
4. Good knowledge of proper use for generator, water, pump and photocopier as well;
5. Good attitude and good interpersonal skills;
6. Good command of English and relevant local languages;
7. Good communication skills; and
8. Flexibility, ability to work under stress, multi-task environment.