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Job Posting Title

SECURITY GUARD (LOCAL)

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SECURITY GUARD (LOCAL)/ 03

Job Title

SECURITY GUARD (LOCAL)

Organization

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States to apply for the position of Security Guard within the Security and Safety Division based at its headquarters in Addis Ababa, Ethiopia.

Department

1. Post:

Job Title: Security Guard
Grade: GSB8
Supervisor: Security Team Leader
Division: Security and Safety Division
Duty Station: Addis Ababa, Ethiopia
Number of Position: 24

Project

2. Job Purpose

To Provides security and safety services at the AU HQ premises in compliance with security and safety procedures of the African Union in order to ensure protection of people and properties within the AU HQ premises.

Tasks

3. Major duties and responsibilities

Under the supervision and guidance of the Team Leader, the Security Guard will perform the following tasks:

- i. Provides security and safety services to the African Union Commission Headquarters compound, its officials, staff members and official guests attending conferences and meetings;
- ii. Screens and searches all persons and vehicles entering and exiting the AUC Compound to ensure that no prohibited items or unauthorized persons enter the premises and that no AUC equipment is unlawfully removed from the premises;
- iii. Performs routine patrols and security surveys of AU offices and facilities to maintain safety and security of staff, buildings and equipment and adherence to rules and regulations;
- iv. Registers staff and dependents who visit offices after working hours, on weekends and during holidays;
- v. Monitors movement of visitors while in the premises until they leave;
- vi. Promptly responds to calls and assists staff members with security and road traffic incidents occurring both during and outside the normal working hours and outside of the AUC compound;
- vii. Reports all incidents of suspicious nature to supervisors;
- viii. Investigates all reported and suspected incidents and prepare reports on incidents involving AU Staff, buildings and equipment;
- ix. Prepares daily, quarterly and other routine security reports;
- x. Performs any other duties as may be assigned by the Supervisor.

Requirements

4. Qualifications and Work Experience Required

Candidates should have completed a secondary education (higher qualification will be an added advantage) with Five (5) years of experience in Security within a national or international Security, Police, Military or fire Brigade Organization ;

Candidates should have a relevant training in security, military or police procedures. Self-defense techniques and relevant technical training certifications in electronics, electricity or IT would be an added advantage.

5. Language Requirement:

Applicants must be proficient in English or French. Advanced Knowledge of one more or several other working languages would be an added advantage.

6. Tenure of Appointment:

The appointment will be made on a fixed term contract for a period of One (1) year, of which the three months will be considered as a probationary period. Thereafter, the contract may be renewed for one year subject to satisfactory performance and fund availability.

7. Gender Mainstreaming:

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

8. Remuneration:

The salary attached to the position is an annual lump-sum of US\$ 11,761.03(GSB6 Step 5) inclusive of all allowances for locally recruited staff.

The applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 27 January 2020.

1. Attach detailed and updated curriculum vitae/resume including three (3) referees with good knowledge. Of candidate's work, please, provide referees' contact details – telephone and e-mail addresses.
2. Copy of valid passport.
3. Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not More than 5 Documents in PDF Format, and not exceeding 1 MB).
4. Please be aware that only complete applications will be considered.
5. Please note that only shortlisted candidates will be contacted

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Directorate of Administration and Human Resource Management
African Union Commission

Contract Type

Short Term

Employment Fraction

Full-time

Branch

Headquarters