



External Publication of Job Posting

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Job Posting Title

SECURITY GUARD - LOCAL

Start Date

18.01.2017

End Date

18.02.2017

Reference Code

SSD 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 this objective, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of a new organizational structure and the filling of all vacant posts,

Department

Job Title: Security Guard

Grade: GSB8

Department: Department for Administration and Human Resources Development

Supervisor: Head of Security and Safety Services Division

Duty Station: Addis Ababa, Ethiopia

Tasks

Within limits of delegated authority the Security Guard will be responsible for the following duties;

- 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. Approves and allocates gate passes and verifies validity of supporting documents;
- vi. Monitors movement of visitors while in the premises until they leave;
- vii. 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;
- viii. Reports all incidents of suspicious nature to supervisors;
- ix. Investigates all reported and suspected incidents and prepare reports on incidents involving AU Staff, buildings and equipment;
- x. Prepares incident based security and travel advisories;
- xi. Prepares daily, quarterly and other routine security reports;
- xii. Performs any other duties as may be assigned by the Supervisor.

Requirements

1. Educational Qualifications

Candidates should have completed a secondary education (higher qualification will be an added advantage) and have relevant training in military or police procedures and self-defense techniques.

2. Work Experience

At least three years of security experience within a national or international security, police, military or fire brigade organization, or in the security service of International Organization.

3. Language requirement

Proficiency in one of the African Union working languages. Knowledge of additional languages would be an added advantage.

4. Tenure of appointment

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

5. Remuneration:

The salary attached to the position is an annual lump-sum of US\$ 11,084.85 inclusive of all allowances for locally recruited staff

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 18 February 2017.

Directorate of Administration and Human Resource Management
African Union Commission
Addis Ababa (Ethiopia)

Contract Type

Short Term

Employment Fraction

Full-time

Branch

Headquarters