

## NRC in Syria

NRC is in Syria to support people affected by forced displacement (IDPs, returnees, host community etc.) so that they can have access to timely and effective assistance, to cope with the crisis and when the crisis ends return and rebuild their lives. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance to more than **600,000 people** particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programs work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

### **1. Role and responsibilities**

The security guard is responsible for the access control of all personnel to NRC premises, he/she shall further maintain strict control of all equipment assigned to the office in addition to performing admin tasks as assigned.

**Commented [DA1]:** in addition to performing admin tasks as assigned

#### **Generic Responsibilities:**

- Adhere to all NRC policies, tools, handbooks, and guidelines at all times.
- Ensure the safety of NRC personnel, visitors, and premises by maintaining a professional presence and following NRC safety protocols.
- Maintain high professional standards, including wearing NRC visibility gear and ID badges, maintaining personal hygiene, and strictly observing the no-smoking policy.
- Safeguard NRC vehicles, office equipment, and supplies from theft, sabotage, or unauthorized use.
- Protect staff privacy by never sharing contact information or personal details with unauthorized persons.
- Maintain an accurate, protected daily security logbook, recording all occurrences, communications, and incidents.
- Respond immediately to security incidents, fire alarms, or emergencies.
- Conduct regular, scheduled, and random patrols of the facility and perimeter to detect and deter security breaches.
- Inspect perimeter defenses (gates, doors, fences, CCTVs and lighting) and report all irregularities immediately to the HAS FP.
- Ensure a comprehensive, professional handover to the replacement guard, documenting all pending tasks and status updates.

#### **Specific responsibilities:**

- Maintain a constant presence at the main door to control access, verify visitor identities, issue badges, and ensure visitors are escorted by NRC staff.
- Visually inspect visitors for suspicious items and ensure no dangerous materials or weapons enter the premises.
- Act as a receptionist at the entrance, answering and directing phone calls and feedback to the appropriate channels without requesting unnecessary details.
- Monitor surveillance camera feeds to detect suspicious activity or safety breaches.
- Secure the building after hours by locking all doors, turning off lights, and conducting inspections of the premises and parked NRC vehicles according to the established after-hours patrol plan.

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- Respond effectively to security threats by alerting occupants, assisting with emergency evacuations, and following established Action-on protocol.
  - Monitor and control all office movements and update relevant WhatsApp groups.
  - Assist the Humanitarian Access Security Focal Point in checking the validity of hibernation kits and first aid materials.
  - Assist in conducting spot checks on the functionality of safety devices such as fire extinguishers and smoke detectors.
  - Contribute, as needed, to assessing compliance with minimum operational and infrastructure standards.
  - Maintain up-to-date emergency contact lists for local authorities and NRC staff.
  - Participate in mandatory training, including fire safety and first aid, as instructed by Humanitarian Access Security Focal Points.
  - Assist the Admin and Logistics teams with specific tasks as requested, including operating the generator as per instructions, monitoring fuel levels, replacing gas cylinders,
  - Provide support with warehouse inventory and the verification of received materials as needed.
  - Assisting with routine maintenance tasks of the offices and guesthouses as required.

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#### **Critical interfaces:**

Relevant interfaces for this position:

- NRC program staff
- NRC support staff
- Government of Syria Police
- Government of Syria rescue and Firefighting services
- Medical services and ambulances

#### **Additional Information**

Contract period: Up to one year, renewable based on the need, availability of fund and satisfactory performance.

Salary/benefits: According to NRC's salary scale and terms and conditions

Duty station: North -West Syria Area Office (NWS), Aleppo.

#### **To apply for this Vacancy, please copy below link:**

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