



## Vacancy Announcement

### Job Description:

**Company:** International Medical Corps.

**Job Title:** Guard.

**Contract type:** Full Time.

**Duty Station:** Syria NWS Office

**Number of Vacancies:** 1.

**Application Closing Date:** June 27, 2026, 4:00 PM.

### ➤ **JOB SUMMARY :**

The primary function of the Security guard is to do proper screening to all personnel /beneficiaries visiting Health facilities. Carry out surveillance and guarding activities in IMC facilities, according to security protocols, to ensure the safety and security of all mission's personnel, assets and premises

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

### ➤ **MAIN TASKS AND RESPONSIBILITIES:**

#### **Administration**

- Responsible for security of people and property at assigned IMC premises
- Check and control that only authorized people and IMC-personnel are entering IMC buildings. Inform and get authorization from the guard supervisor (at the office) and or Warehouse manager (for the main store) before granting access to unauthorized people
- Maintain a logbook and report any security related events to the guard supervisor
- Maintain records of IMC property moved to and from compounds to other locations and prevents property that leaves the compound without authorization
- Remain vigilant and within the assigned area
- Regularly patrol the assigned compound in accordance with established work schedule
- Ensure all security lights are put on by sunset and off at sunrise
- Immediately inform the supervisor if things are missing in the compound and unauthorized entrance occurs
- Ensuring all doors of the buildings are closed and/or locked after staff leave
- Implement IMC security protocols as all times while on duty]
- Perform other related duties as requested.

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

### ➤ **MINIMUM QUALIFICATIONS:**

- Typically, 1 year of relevant experience in providing security services.
- Possess sound physical, stamina and health to perform duties assigned
- Be able to have good hygiene practice.
- Previous experience with International Medical Corps is a plus
- Excellent Interpersonal and communication skills
- Ability to prioritize work and multi-task in a fast- paced environment with shifting priorities
- Ability to meet schedules and deadlines of the work area.
- Fluency in written and spoken language as required.

❖ **Salary and Benefits:**

- As Per IMC Salary Scale.
- Life Insurance.
- Social Security.
- Medical Insurance.

❖ **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our Code of Conduct and Ethics and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our Code of Conduct and Ethics, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the Code of Conduct and Ethics, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our Code of Conduct and Ethics and Whistleblower Policy prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

❖ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

**International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.**

**If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : [www.InternationalMedicalCorps.ethicspoint.com](http://www.InternationalMedicalCorps.ethicspoint.com)**

**Please do not submit your CV or application to this website; it will not be considered for review.**

**WOMEN ARE STRONGLY ENCOURAGED TO APPLY.**

- **This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.**

To apply for this vacancy please click on the following link and fill in the required information:

**[Guard- Syria NWS Office-GO-27062026](#)**

Alternatively, scan the following QR code by your mobile camera:

