

## MOJAZ Foundation

**Job Title:** Security Guard  
**Reporting To:** Admin & Finance Officer  
**Job Status:** Fixed term contract for 3 months  
**Job Location:** Field Office Shaheed Benazirabad

### **Job Purpose / Summary:**

Provide full security and protection to office and staff

### **Duties and Responsibilities:**

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Circulate among visitors, patrons, and employees to preserve order and protect property.
- Answer telephone calls to take messages, answer questions, and provide information during non- business hours or when switchboard is closed.
- Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.
- Escort or drive motor vehicle to transport individuals to specified locations and to provide personal protection.
- Guard armored vehicle to transport money and valuables to prevent theft and ensure safe delivery.
- Others duties assigned by the supervisor.

### **Performance Standard**

- Visitors are checked and their record is logged
- Security weapon is in working condition
- In case of emergency, concerned officer is informed

### **PERSON SPECIFICATION**

#### **Essential:**

Must be primary passed  
At least two years' work experience

#### **Desirable:**

Knowledge of local languages and area  
Experience of working in an insecure environment

#### **Accountability:**

Accountable as per above mentioned duties and Responsibilities

**Authority:**

As per duties and responsibilities

**Performance Standards:** Mentioned above against each duties and responsibility respectively

**MOJAZ Staff Code of Conduct and Programme Participant Protection Policy of Concern**

MOJAZ Foundation has a staff Code of Conduct and a Programme Participant Protection Policy which have been developed to ensure the maximum protection of programme participants from exploitation and to clarify the responsibilities of MOJAZ staff, consultants, visitors to the programme and partner organizations, and the standards of behaviour expected from them. In this context staff have the responsibility to the organization to strive for, and maintain, the highest standard in day-to-day conduct in their workplace in accordance with MOJAZ's core values and mission.

Any candidate offered a job with MOJAZ Foundation will be expected to sign the Programme Participant Protection Policy of CONCERN and the MOJAZ Staff Code of Conduct as an appendix to their contract employment.

Any breach of MOJAZ Staff Code of Conduct or the Programme Participant Protection Policy by employees of MOJAZ Foundation during the course of their employment will result in disciplinary action up to, and including dismissal.

Name (Employee)	Signature	Date
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Name (line Manager)	Signature	Date
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