

Vacancy Announcement

Welthungerhilfe is one of the largest private aid organizations in Germany; it is politically independent and non-denominational. Welthungerhilfe (WHH) is dedicated to fighting for a world without hunger. Since it was founded on December 14, 1962, 12,128 overseas projects in about 72 countries have been supported with 5.07 billion euros.

Welthungerhilfe follows the principle of empowering people to help themselves to sustainably improve their living conditions, offering everything from fast disaster relief to reconstruction and long-term development cooperation projects with national and international partner organizations. In close collaboration with local partners, we enable people to break out of hunger and poverty sustainably, with measurable impact, and with integrity and accountability.

WHH pursues a dual mandate to ensure our actions meet the needs of our target groups: providing programs for short-term disaster relief as well as long-term development. To achieve [sustainable food and nutrition security](#) among the most vulnerable, these programs link our key focus areas interrelated with hunger – [agriculture and environment](#); [water, sanitation and hygiene](#) (WASH); [economic development](#); [humanitarian assistance](#); [climate change](#); and [civil society and advocacy](#). [Innovation](#) helps to scale the impact.

We are currently looking for three Security Guards for the Myanmar Country Programme. The positions will be based in Pyarpon.

Job Description: Security Guard (SG 01)

I. Job Details

Department: Programmes

Country / Location: Pyarpon

FundsPro Cost Allocation: THRIVE – Transforming Household Resilience through Inclusive Value Chains and Ecosystems

Job Name: Security Guard (m/f/d)

Title of Job Holder: Security Guard

Salary Group: SG 01

Immediate Superior (in disciplinary matters): Procurement Officer

Subordinate Position(s): None

No. of position: 3

Representation: To be decided on relevant occasions

Is represented by: To be decided in case of absence

Contract Period: 1 year contract with possible extension

Project Duration: 44 months

II. Objectives, Duties, Areas of Responsibility

1. Objectives of the position

The aim of the position is to guard the office premises.

2. Duties and area of responsibility

2.1 Duties with own area of responsibility

- Open and close the gate for staff and visitors
- Keep an updated visitors book
- Request purpose of visit or identification from external visitors and check back with the responsible person at the project/program office
- Escort visitors into the project/program office
- Guard office equipment on the compound and in the buildings after office hours
- Report loss or damage of office premises and equipment
- Attend loading and offloading procedures

2.2 Duties without own area of responsibility

- Fulfillment of any other tasks which are assigned by the management and correspond in general with the character of this position

2.3 Specific Activities and duties of the position

- Maintain security and access control of the WHH project office premises in Pyarpon.
- Follow established office security procedures and immediately report security incidents, suspicious activities, damage or unauthorised access to the responsible supervisor.
- Support safe access to and use of the office compound in accordance with WHH security procedures.

III. Job requirements

1. Knowledge/ Qualifications

1.1 1.1 Professional/ formal qualification

Training on the job (max. 2 weeks)

1.2 Job-related professional experience

Up to 12 months' professional experience (incl. internships)

1.3 Foreign language skills

Basic knowledge in English language desirable

2. Social skills

2.1 Social skills

Obtains information in order to perform a simple/repetitive task

2.2 Capacity for teamwork

3. Disciplinary Leadership of staff

None

4. Responsibility

Activity based on detailed specifications

Please send your application by email to:

 hr.mmr@welthungerhilfe.de

 Application deadline: 18 October (Sunday) COB

Please note that only shortlisted candidates will be contacted for an interview. Welthungerhilfe is an equal opportunity employer and encourages applications from qualified individuals, regardless of gender, ethnicity, or background.

Applications will be reviewed on a rolling basis, and interviews will be conducted accordingly.