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| **Security Guard - Ipas** | |
| **1. Job Environment** | |
| **Position Information:** | **Reporting Lines:** |
| **Department/Division:** Program Implementation  **Placement:** District Office  **Location:** Flood-Affected Areas (Buner, Muzaffargarh, Rajanpur, Mansehra)  **Duration:** 1st September 2025 to 31st October 2025 | **Report To:**  Program Manager  **Work With**:  District team |
| **2. Job Objective** | |
| To ensure the safety and security of staff, beneficiaries, equipment, and premises of project facilities and outreach sites in flood-affected areas. The position will play a critical role in maintaining a safe environment for service delivery and emergency relief activities. | |
| **3.Functions of the Position** | |
| * Guard office, health facility, warehouse, and outreach camp premises. * Monitor entry and exit of staff, visitors, and vehicles. * Prevent unauthorized access and report suspicious activity immediately. * Support in maintaining order during health camps, distributions, and community gatherings. * Assist staff and beneficiaries in safe evacuation during floods or other emergencies. * Provide first-line response in case of incidents until professional help arrives. * Safeguard project equipment, medicines, kits, and supplies stored at facilities or temporary sites. * Monitor movement of project vehicles and coordinate with drivers for secure parking. * Ensure security of distribution points during relief supplies handover. * Assist in loading/unloading of supplies during emergencies while ensuring security. * Coordinate with local police/authorities for safety arrangements when required. * Ensure that safety protocols are observed during night shifts and outreach activities. * Maintain daily security logbook, including visitors’ record, incidents, and unusual observations. * Immediately report security incidents, accidents, or risks to Admin Officer/Project Coordinator. * Support in compliance with organizational safety and safeguarding protocols. * Perform any additional security-related tasks assigned by the Supervisor. | |
| **Special Condition:**  R-FPAP is committed to safeguarding and promoting the welfare of children and young people and expects all staff to demonstrate the willingness to sign and the adhere to the IPPF’s Code of Conduct and Safeguarding Policies  Rahnuma-FPAP staff must ensure compliance with appropriate safeguarding policies that reflect the standards and commitments in R-FPAP's safeguarding. These include Children & Vulnerable Adults Policy, Code of Conduct, Respect At Work Policy and Raising A Concern Policy from time to time, as well as the relevant local statutory provisions relating to safeguarding children and vulnerable adults'.  Prior to an appointment being confirmed completed background check including three verifies references, Police Check; Identity; Qualifications and experience check. | |

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| **4. Person Specification** | |
| **Education/Qualification:**  Matric 1 to 2 years’ relevant experience. | **Skills and Attributes:**   * Physically fit and alert. * Strong sense of responsibility and discipline. * Basic knowledge of local security context, flood-related risks, and emergency response. * Ability to read/write simple reports and maintain logbooks. * Respectful attitude towards staff, beneficiaries, and community members. |

**Note:** This job description defines the broad accountabilities of this position which may change based on organisational need. Please refer to divisional, team and individual work plans/targets for more specific details