



## VACANCY

**Organization:** SEND-SIERRA LEONE

**Program:** Administration

**Job Location:** Freetown

**Job Title:** Security

**Reporting to:** District Program Manager

**Associates:** Project Manager, field officers, office Assistant and Securities

**Number of Vacancies:** One (1)

**Duration of contract:** One year with the possibility of an extension.

### BACKGROUND

SEND Sierra Leone promotes the well-being of Sierra Leone's population, focusing on addressing inequalities and enhancing community resilience. SEND Sierra Leone will concentrate on five strategic priorities:

1. **Sustainable Growth:** Targeting rural poverty and unemployment through local resource utilization and economic diversification, supporting Sustainable Development Goals (SDGs) like ending poverty and promoting decent work.
2. **Health, Nutrition, and WASH (Water, Sanitation, and Hygiene):** Addressing health challenges in rural areas by implementing comprehensive health and WASH interventions to improve overall health and well-being, contributing to health and food security SDGs.
3. **Education:** Ensuring inclusive and equitable education focusing on rural communities, thereby supporting lifelong learning opportunities as part of SDG 4.
4. **Gender Equality:** Amplifying efforts towards gender equality and reducing inequality, focusing on women's political empowerment and educational opportunities for girls in rural areas.
5. **Climate and Disaster Resilience:** Developing programs that allow communities to identify and implement solutions to climate-related and disaster risks, aiming to align with SDG 13 on combating climate change.

SEND's work emphasizes listening to stakeholders, advocating for community needs, mobilizing resources, and engaging communities in developing and implementing solutions. SEND Sierra Leone works transparently and collaboratively, deepening strategic partnerships to generate impactful outcomes, particularly in rural areas.

Adherence to our organizational values, principles, and procedures outlined in our policies is essential for SEND workers. Upholding integrity, service, and accountability, we enforce policies to protect beneficiaries from exploitation and abuse, safeguard children, prevent workplace harassment, and maintain a high standard of professional conduct. Additionally, we ensure that all project activities are gender-sensitive and socially inclusive within our offices and the field, focusing on supporting gender equality and social accountability.

## Position Objectives

The primary objective of this role is to provide security services to the organization, ensuring the protection of organizational property from theft, damages, and unauthorized usage.

## Roles and Responsibilities

- Provide security services to the organization, including safeguarding property and assets.
- Adhere to SEND SL's gender model family concept and demonstrate gender sensitivity in all duties.
- Prevent unauthorized individuals from accessing the office or surrounding area, with strict prohibition against sleeping or consuming alcohol while on duty.
- Monitor the movement of the SEND SL Fleet and maintain records accordingly.
- Record details of visitors at the security post before granting access to the office premises.
- Enforce policies to prohibit visitors from carrying weapons onto the office premises.
- Promptly report any security threats or concerns to the Program Officer.
- Maintain cleanliness in the vicinity of the office during duty hours.
- Seek management approval before delegating duties to others.
- Ensure accurate and conscientious completion of generator logs according to SEND SL standards.
- Conduct routine inspections to ensure all electrical appliances are switched off when not in use.
- Fulfill any additional duties assigned by management.

## Required Expertise

- Proficiency in English, Krio, and additional Sierra Leonean languages is advantageous.
- Demonstrated commitment and passion for the role.
- High level of emotional intelligence and ability to maintain confidentiality.
- Proven track record of reliability and self-motivation.

## Qualifications and Experience

- High school or technical school education is required.
- 2-3 years of relevant professional experience in a related field.
- Knowledge and practical experience in security and safety regulations.
- Residency in Freetown is preferred for applicants.

## Mode of Application:

Please send a motivation letter and CV with references to [recruitment@sendsierraleone.com](mailto:recruitment@sendsierraleone.com). You can also drop a hard copy at our Freetown office at 38A Spur Road, Blue Bell Junction.

Closing date for all applications is on the 10<sup>th</sup> of May 2024.

Kindly note that ONLY qualified shortlisted candidates will be contacted for an Interview.