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|  **Date: 08/05/2024****JOB VACANCY – Head of Watchmen****Title: Head of Watchmen****Duration:** 12 months (Fixed Term Contract) - Full time position (100%)**Direct Reports: Logistics Supervisor****Location:** Nduta Camp and Kibondo (Kigoma Region) |
| **FOR NATIONAL STAFF ONLY** |
| **INTRODUCTION:***Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. MSF is therefore guided by the principles of neutrality and impartiality. These principles must apply to all MSF staff.***Required Criteria:****Minimum Educational Qualification:*** Essential secondary education.

 **Experience**: Essential working experience of at least one year with MSF, desirably in a similar role.**Languages:*** Essential mission language: English and Swahili (Kirundi and/or French will be a plus.)
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| **Objectives of the position:*** Supervising and managing all security guards and their activities and performing as such, according to MSF security rules and local context in order to guarantee safety and security of MSF mission staff and premises.

**Main Responsibilities:*** Supervising shift changes and organising staff shifts, holidays, and covers any planned or extra needs. Remaining on duty until other watchman comes to do a handover, never leaving the post unattended.
* Ensuring that all watchman material is in perfect state (ex. radio, torch, boots, raincoats, etc.) and in case of a pro-blem reporting it to line manager. Maintaining watchmen's torch and other lighting tools, returning used batteries and keeping the necessary supply of spare batteries. Maintaining communication equipment (radio) in working condi-tions and providing battery availability, if applicable. Supervising correct use and availability of extinguishers.
* Briefing/training all new watchmen on their responsibilities, tasks, and security and communication duties. Contac-ting line manager for possible needs for training or suggestions regarding watchmen
* Screening MSF premises' accesses and guiding people to reception within authorised hours. Contacting administra-tion team for authorising people access. Ensuring no material is taken out of MSF premises without prior authorisa-tion and informing the line manager of arrival of any materials before unloading. Helping with unloading if necessary
* Watching MSF premises and property's perimeter fence through regular patrols and neutralising, if possible, in-truders without mistreatment and immediately contacting line manager.
* Organizing traffic of vehicles within the premises and directing them in and out.
* Checking that doors and windows are locked and lights are off when people leave premises. Checking that security lights are working properly and informing line manager of any possible problems.

• Keeping area within MSF premises clean and tidy (ex. empty dustbins, sweep paths, etc.) and performing general maintenance activities of the garden, if applicable**Main Competencies:*** Results and Quality Orientation
* Teamwork and Cooperation
* Behavioural Flexibility
* Commitment to MSF Principles.
* Service Orientation
* Stress Management
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| **Women, people living with disability or any persons feeling like being part of a minority is encouraged to apply.** |
| **APPLICATION DETAILS** |
| All interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates not later than **Wednesday**, **May 15th 2024 at 4:00 PM .** Please quote the job title on the email subject “**HEAD OF** **WATCHMEN”.** **Important Note:** All applicants must provide valid Tax Identification Number (TIN) information in their application. TIN is essential for employment with MSF.Please send your application to the email address MSFCH-Tanzania-Recruitment@geneva.msf.org. **The applications can also be sent to P.O.Box 83 or can also be submitted at MSF offices situated in Nduta Refugees Camp, Kibondo District or at Mikocheni B, Daima street House no 16 Dar es Salaam or at MSF office situated in Liwale, Lindi.** The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process have access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact msfch-tanzania-hrmanager@geneva.msf.org **ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED** |