



Peace Corps Morocco VACANCY ANNOUNCEMENT SECURITY GUARD

OPEN TO: All Interested, Qualified Candidates
POSITION: **SECURITY GUARD**
DUTY STATION: Rabat, Morocco
TARGET START DATE: April 2020
SALARY LEVEL: An annual gross salary of 89 799 MAD based on 48-hour work week. The US Peace Corps offers an attractive, competitive package including CIMR, CNSS, Health and Disability insurance, Annual Leave and other benefits. Applicable withholdings will be made from the personal services contractor's gross salary for CNSS and CIMR contributions, health/life/disability insurance, and all applicable tax obligations as imposed by government authorities.

DEADLINE FOR APPLICATIONS: Sunday, November 17, 2019

The United States Peace Corps seeks a qualified individual to serve as a contracted **SECURITY GUARD (Guard)**. The targeted start date for the selected candidate will be April 8, 2020.

This position will form part of a multiple guard group that will be rotated on assigned, 12-hour shifts (a total of 48 hours per week) to cover overnight guard duty shifts from 1900h to 0700h, Monday to Sunday; and from 0700h – 1900h on Saturday and Sunday. Applicants for this guard position should be prepared, flexible and able to work a combination of overnight and weekend schedules as assigned on a rotating basis to meet Peace Corps' operational and security requirements.

The primary responsibility of the Guard position is to ensure the security of the Peace Corps office compound facilities, staff, volunteers and visitors during assigned working shifts; safeguard U.S. government property from theft, damage or other perils; and control access to the Peace Corps' facilities as required to meet applicable requirements.

In addition to these primary responsibilities, the guard will be required to perform other miscellaneous general duties as assigned to support Peace Corps' operations.

One or more candidates may be selected from this advertisement, based on need and availability of funding.

JOB RESPONSIBILITIES [A full description of all duties will be listed in the Guard's Statement of Work]:

Guard/Security Duties and Responsibilities

- Ensures the required standard of guard security is consistently performed and maintained to safeguard Peace Corps Morocco's office compound, facilities, property and personnel/visitors as appropriate.
- Conducts periodic foot patrols in and around the office buildings and grounds to maintain security standards
- Performs all required ID verification, inspection and security checks/protocols for vehicles, staff and visitors to the Peace Corps (PC) compound and offices. These responsibilities pertain to all access points to the Peace Corps compound – for vehicles and/or people – and as the guards may be assigned during their duty shifts.
- Ensures all access points' gates, doors and locks are properly secured and working at all times.
- Monitors the Peace Corps video cameras to review the office grounds and facilities.
- Registers and maintains the security logbook for vehicles and/or visitors as required.
- Conducts periodic reviews in/around all office buildings and grounds, to visually inspect and promptly report, any problems with: water/electricity/gas outlets; generators; stoves; electric appliances; air conditioning units; or other equipment that may pose a hazard or security risk to people or property.
- Follows instructions from management to assist with the proper control of vehicles entering PC parking lot.
- Immediately reports any security issues to all appropriate Peace Corps leadership and management staff
- Acts and reacts appropriately to emergency requests or situations by contacting Peace Corps management staff and/or emergency services as appropriate under the circumstances.
- Reviews, understands and adheres to all mandatory Peace Corps safety and security policies or Emergency Action Plan, as may be relevant to the guard position or for all Peace Corps personal service contractor.

Other Miscellaneous General Duties and Responsibilities

- Drives a Peace Corps vehicle to perform miscellaneous errands or tasks. These may include but not limited to: driving to stores or other locations in Rabat; transports passengers locally on an ‘as needed’ basis; drives to Peace Corps’ staff residences to assist with minor maintenance tasks or provide access to technicians, etc.
- Cleans the Peace Corps vehicles parked inside the PC compound during the weekend shift.
- Empties the waste baskets daily in offices and building and takes trash to the main disposal area for collection.
- Sweeps and hoses down the paved sidewalk and other areas in the Peace Corps compound and assists with other general duties to maintain a tidy environment around the Peace Corps’ grounds.
- Performs other duties or assignments, when deemed necessary by the Country Director, Director of Management and Operations and/or General Services Manager, for the successful implementation of Peace Corps’ programs and/or operations in Morocco.

MINIMUM REQUIRED QUALIFICATIONS

Prior Work Experience: A minimum of five (5) years in the security field is required.

Education: Possess *Niveau Bac*

Language Proficiency: Fluency in Arabic with a general level of French. Candidates should also have some basic ability to read and communicate in English at an elementary level.

Driver’s license/driving experience: A valid Moroccan driver’s license and minimum of three (years) of practical, actual driving experience are required.

Be a Moroccan citizen

DESIRED ABILITIES AND PROFESSIONAL QUALITIES

Abilities: Must exhibit good judgment, courtesy, respect, tact and the proper protocol when interacting with Peace Corps’ staff, volunteers, vendors, visitors and other members of the public. Must possess a positive attitude with the skills and knowledge to perform the job under general instructions with limited direct oversight. Demonstrate a genuine spirit of teamwork with a positive attitude, personal flexibility and excellent work ethic to support the Peace Corps mission.

ATTENTION ALL APPLICANTS - IMPORTANT REQUIREMENTS – READ CAREFULLY

For consideration, all applicants must:

Include and confirm in their Resume/CV that they:

1. Have a valid driver’s license and a minimum of three years of practical, actual driving experience
2. Indicate in their Resume/CV their level of English skills (example, ‘elementary’ or higher written/verbal level)
3. Indicate in their resume the length of time they have worked in the security field so this is clear to the reviewer
4. Submit a brief Cover Letter and Resume/CV in English or French. These must be type written.
5. Submit all materials by the closing deadline

Applicants who do not provide this required information on their Resume/CV will not eligible for further consideration.

PEACE CORPS’ SELECTION AND HIRING PROCESS WILL BE CONDUCTED AS FOLLOWS:

- A. Peace Corps will initially evaluate resumes received based on the information submitted on the paper materials
- B. After this step, Peace Corps will select various candidates and ask them to provide a valid document of Moroccan citizenship; valid Moroccan driver’s license; and verify they have a minimum of three (3) years of actual, practical driving experience.
- C. Following this step, final candidates will be identified and invited to: 1) take a Peace Corps’ driving test; given a brief exercise to evaluate the candidate’s English skills and - *contingent upon passing the driving test* - 3) have a personal interview with an selection panel comprised of multiple Peace Corps Morocco staff members.
- D. After all these steps are completed, a final candidate will be chosen and notified of Peace Corps’ hiring decision.
(Note: The award of a contract to the chosen candidate will be contingent on a favorable background check and the candidate meeting Peace Corps/U.S. Government’s vehicle driving policies, which include passing a required vision/medical exam for drivers.)

Both Cover Letter and Resume (CV) must be type written in English or French and emailed by closing deadline to:

Moroccojobs@peacecorps.gov

Please include the title of the position for which you are applying in the subject line of your email.

Due to the high volume of applications received, we will only contact applicants who are being considered.

All experience, skills and qualifications will be verified. Award of a contract is contingent on a favorable security background check.
The United States Peace Corps is an Equal Opportunity Employer.