CARE International in Myanmar is one of the world’s largest independent development and humanitarian organizations dedicated to ending poverty and injustice. CARE’s vision is a world of hope, tolerance and social justice, where poverty has been overcome and all people live in dignity and security. Since 1995, CARE International in Myanmar (CARE Myanmar) has worked in partnership with remote, rural, conflict-affected and urban communities, government and non-government actors to reach those affected by humanitarian crisis and living in extreme vulnerabilities through a non-religious and non-partisan approach.

Putting women and girls at the centre of our work, whilst equally focusing on engaging men and boys, CARE Myanmar’s 15-year Long-Term Programs focus on achieving lasting change for women and girls in urban areas; and women and girls in remote, rural and conflict-affected areas. CARE International Myanmar is currently working with around 200 staff currently operating from 8 field offices across Myanmar, supported by our main office in Yangon.

CARE International in Myanmar is implementing the Generating Rubber Opportunities (GRO) Myanmar project. The project follows a market development approach and is a mandated project of Swiss Agency for Development and Cooperation (SDC). GRO Completed phase I during 2015-2017 and is now commencing phase II (2018-2021). The overall goal of GRO phase II is to work towards a market system that is more resilient, competitive, environmentally sensitive and inclusive and where rubber businesses are able to use their land as a business asset. GRO intends to develop a more resilient, competitive, environmentally sensitive and inclusive rubber economy in southeast Myanmar through engaging with the public and private market actors, policy makers, international and national think tanks and other relevant stakeholders. The project also focuses on Women’s Economic Empowerment and environmental sustainability.

CARE International in Myanmar is looking for a suitable candidate for the following position:

**Guard (2) Positions_National**
Basic Salary + 13th Month Salary + 14th Month Salary + other Benefits

**Grade:** A  
**Duty station:** Hpa-An, Kayin State  
**Supervisor:** Administration & Logistics Officer

**Purpose of the Role**
Safety and Security for the CARE Myanmar Country Program and its staff is the highest priority. The guard is responsible for maintaining the security of the local CARE Office, protecting CARE assets and keeping the office grounds clean.
MAIN RESPONSIBILITIES အဓိကလုပ်ငန်းရည်ရွယ်ချက်

Hpa-An Office Guard Duties ကူညီချက်အားလုံး:

- Maintain regular shift hours and days; providing handover to and receiving from previous guard on shift;
- Visit warehouse and office as per the duty roster to ensure all office equipment such as generators, motorcycles are protected;
- Maintain daily occurrence book throughout shift;
- Ensure office premises are secure at all times through regular patrol of compound;
- Maintain access control at front gate and with entry to office according to standards;
- Keep and maintain visitors log book and ensure all visitors are issued visitors cards upon entrance and handed back upon departure;
- Manage access control of visitors, including recording visitor details, providing visitor card, manage parking;
• Ensure that messages and postal mail are reported to front office for distribution;

• Ensure that all office doors and windows are locked and secure;

• Responsible to check all guard equipment is in place and in working order (torch, fire extinguisher, voltage stabiliser, water tank) and identify, report defects, problems and suspicious activities in a timely manner;

• After office hours, inspect all offices and meeting rooms to ensure all electrical appliances are switched off;

• Attend to alarms, medical emergencies, fire and other similar matters immediately;

• Maintain regular contact with Coordinator – Safety and Security when required;

• Monitor generator operating hours and fuel levels and ensure requests for refueling are submitted in timely manner; and

• Adhere to all standards and responsibilities as set out in the CARE Safety and Security Guidelines.

COMMON ACCOUNTABILITIES FOR CARE MYANMAR STAFF:

• To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities as ways of improving performance and outcomes;

• Engage in emergency preparedness, assist in any emergency response as required;
Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures; 

Demonstrate an ongoing commitment to Gender Equality, Diversity, Child Protection and Protection from Sexual harassment, Exploitation and Abuse; and

Comply with CARE Myanmar’s financial and operational requirements, foster strong communication between operations and program teams and uphold high standards of honesty and integrity in personal conduct.

EXPERIENCE AND QUALIFICATIONS:

Successfully completed Middle School Education (Grade 9);

Minimum 1 year security/guard experience, preferably with a Non-Government Organisation (NGO);

Good communication skills in both Myanmar and basic knowledge of English is an advantage;

Ability to work within clearly defined routines and plans; repetitive manual duties, with minimal supervision;

No previous criminal record;

Demonstrated ability to take direction and to work as part of a team;

Good interpersonal skills including, open mindedness, willingness to learn, team spirit, good attitude and personality; and

Demonstrated characteristics in honesty, reliability and trustworthiness.

To apply for this rewarding position please send an application letter, along with a current C.V., with a minimum of two professional references, one of which must be from the most recent line manager and copies of testimonials to the address below not later than 10th February 2020. Only successful candidate will be contacted for interview.

CARE International in Myanmar  
No. (6/519), Yangyiaung Street,  
6 Ward, Hpa-an Township, Kayin State.  
Email: MMR.Recruitment1@careint.org

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

CARE is committed to Child Protection and Protection from Sexual Exploitation and Abuse, applicants are advised that appointment will be subject to appropriate background checks and screening.

Note:

- Application will not be successful if applied position is not mentioned correctly.
- For internal candidates: Applicants should inform the respective line managers at the time of application.