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**Job Description**

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| **Position:** | Warehouse Guard |
| **Reports to:** | Warehouse Supervisor |
| **Location:**  | Babil, Mahawil district |
| **Duration:**  | 01 January 2022 – 30 April 2022 |
| **Start date:**  | 01 January 2022 |
| **Deadline for Submission** | 22 December 2021 |

1. **Overview**

**Background;**

OROKOM has been operating in Iraq since 2009, to respond to the needs of the most vulnerable people affected by ongoing conflict in Iraq. OROKOM has a country office in Baghdad, and area offices in Wassit, Anbar and Basra. OROKOM national program strategy for 2018-2020 is to empower the communities in all governorates of Iraq and assist the vulnerable and affected groups to re-integrate with the community through focusing on Education, Agriculture, Income Generation, WASH and shelter interventions, Security Sector and Social Cohesion and social assistance. OROKOM’s target population will be new underserved communities and locations, with a focus on IDPs returning to destroyed and disrupted communities unable to reintegrate due to insecurity and responding to short-term displacement as a result of localized conflict and asymmetric attacks.

**Purpose of the Role:**

The purpose of the Warehouse Guard position is to take the responsibility to ensure the secured environment in the warehouses of OROKOM. Warehouse Guard will provide support and assistance to the OROKOM staff in matters related to entrance and departure from the warehouse premises. The position will be based in Babil, Mahawil district Office.

**Responsibilities**

* **Key Responsibilities**
* Patrolling and monitoring activities on the warehouse premises regularly to discourage criminals and ensure the environment is safe and secure.
* Controlling the entrance and departure of employees, visitors and vehicles according to OROKOM protocols.
* Monitoring surveillance cameras to watch out for any disruptions or unlawful activities.
* Providing detailed reports on daily activities and any incidents that may have occurred to management.
* Using provided communication devices such as two-way radios in a clear and concise manner

**Qualifications**

* **Job and person specifications**
* A minimum secondary school, preferably college degree.
* The candidate should have knowledge on first aid.
* Highly preferably previous experience with NGOs
* Preferably previous training in first aid, defensive driving courses
* Excellent interpersonal and communication skills
* Ability to work under pressure.

**Notes:**

* The post will be for (4) four months contract duration with possibility of extension- subject to funds and satisfactory performance.
* Duty Station:  Babil, Mahawil district & Baghdad, Iraq
* Female candidates are strongly encouraged to apply
* Attach your updated CV in English (recommended length 1-4 pages)
* Only short-listed candidates will be contacted.
* The completed CV should be sent no later than 22 December 2021 and to the following emails

ali.salem@orokom.org

director@orokom.org

* This position has been advertised on the following website and social media: [https://orokom.org/](https://orokom.org/warehouse-guard/) and <https://www.facebook.com/Orokom.iq/>