

*Approved by
Labour Office*

KONETA

JCC SACCO Building, Ground Floor
Buluk, Juba, South Sudan

Tel: Juba +211926287850, +211924044045

JOB ADVERTISEMENT FOR SECURITY GUARD. (External/ Internal)



ABOUT KONETA

KONETA is a humanitarian and Development National Non-Governmental Organization in South Sudan legally registered with Relief and Rehabilitation commission (RRC). The core mandate of the organization is to drive and champion local and sustainable innovations to improve social economic status and quality of life particularly of the disadvantaged group of people (Youths, Women, children and Person living with Disabilities through provision of Digital innovations and practical entrepreneurship skills, integrated health, Nutrition, Food security and sustainable livelihood, Water Sanitation and Hygiene (WASH), Education both basic and life skilling through vocational programs, social protection and peace build interventions in order to improve the social economic status to restore the hope among the most venerable communities in south Sudan. Our ultimate goal is to reach people in the entire country to build the resilience through sustainable local innovative initiatives.

PROJECT BACKGROUND:

KONETA, is committed to promoting health and well-being in communities across South Sudan. We are implementing an innovative initiative focusing on improving the quality of Diets for young children 6-23 months through local technologies aiming at reducing all forms of malnutrition, and enhancing the overall quality of life for children and families. Koneta is currently seeking a dedicated and passionate **South Sudanese National** to join our dynamic team for the position of **Security Guard** and contribute to the security and safety of the office area.

Job Title: Security guard- (02 positions).

Location: Yei River County Central Equatoria state Republic of South Sudan.

Direct supervisor/Report to: Finance & Admin Officer.

Application Deadline: 23rd January 2026 at 4:00PM CAT.

Start Date: As soon as possible

Status: (Locals) Non-Relocatable

POSITION OVERVIEW

The office security guard will oversee the security and safety of the office, equipment and personnel, monitor public access and ensure conducive and peaceful environment for all staff and visitors. Provide substantive analysis/advice of current security situation and identify possible solutions.

Roles and Responsibilities expected.

Access Control and Safety

- Control entry and exit of staff, residents, visitors, and service providers.
- Verify identification of all visitors and ensure they sign the visitor register.
- Ensure visitors are escorted within the premises where required.

- Enforce organizational security rules and procedures at all times.

Protection of Staff and Residents

- Ensure the safety and security of all staff, including those residing within the organization premises.
- Monitor staff residential areas to prevent unauthorized access.
- Respond promptly to security concerns, disturbances, or emergencies involving staff or residents.

Protection of Organizational Assets

- Safeguard all organizational property, equipment, vehicles, food supplies, and other assets within the compound.
- Conduct regular patrols of offices, storage facilities, residential units, and the compound perimeter.
- Report any loss, damage, or suspicious activity involving organizational assets.

Patrol and Surveillance

- Carry out routine day and night patrols within the compound.
- Monitor gates, fences, lighting, and security systems (if any).
- Remain alert to unusual behavior, safety hazards, or potential security threats.

Incident Response and Reporting

- Respond calmly and professionally to security incidents such as theft, trespassing, conflict, fire, or medical emergencies.
- Record all incidents in the security occurrence book and report them immediately to management or the designated supervisor.
- Liaise with local authorities (police, fire brigade, medical services) when necessary.

Emergency Preparedness

- Assist in implementing emergency procedures, including evacuation during fire, natural disasters, or other emergencies.
- Help guide staff and residents to safe assembly points during emergencies.
- Operate basic fire-fighting equipment if trained to do so.

Monitoring of Compound Activities

- Monitor movement of vehicles and ensure proper parking and speed control within the compound.
- Check deliveries and outgoing items to ensure proper authorization.
- Prevent loitering and unauthorized activities within or around the premises.

Professional Conduct and Confidentiality

- Maintain a high level of professionalism, integrity, and discipline.
- Treat all staff, residents, visitors, and community members with respect.



- Maintain confidentiality regarding organizational operations, staff matters, and security issues.

Communication and Coordination

- Maintain effective communication with management and staff regarding security matters.
- Hand over duties clearly during shift changes.
- Support a safe and peaceful working and living environment for all occupants.

Compliance with Organizational Policies

- Adhere to organizational policies, including safeguarding, PSEA, and code of conduct.
- Avoid use of excessive force and respect human rights at all times.
- Perform any other security-related duties as assigned by management

SPECIFICATION AND SKILLS REQUIRED

- Minimum of secondary school certificate (S4) or its equivalent with at least 1 years working experience in related role.
- Must be local resident of Yei and have recommendation letter from local leader.
- Good communication and reporting skills both spoken and written.
- Be able to analyze a situation, its challenges, and make informed decisions.
- Physically fit, Discipline and alert able to take and implement directives.
- Ability to organize and manage priorities.
- Flexible with the ability to cope with stressful situations.
- Diplomatic and culturally sensitive and able to work in a community with diverse cultures.

Key note

- KONETA is an equal opportunity employer and encourages applications from individuals of all backgrounds, regardless of gender, ethnicity, disability, or other status.
- Due to the urgency of this position applications will be reviewed on rolling bases and the position may be filled before the stated deadline if qualified candidates are identified. Interested applicants are therefore strongly encouraged to submit their applications promptly.
- KONETA has a **ZERO-TOLERANCE APPROACH TO SEXUAL EXPLOITATION AND ABUSE (SEA)** during recruitment process and all its programs. In Koneta; Sexual exploitation and abuse constitute act of serious misconduct and are therefore grounds for disciplinary measures, including summary dismissal during recruitment and any engagement with KONETA, Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior are prohibited.

How to Apply:

Interested candidates should send their updated CV, a cover letter, relevant academic credentials and National ID to; hr@konetahub.org copied or hand delivered to KONETA Yei Field office located at Yei Resource Centre next to CAD or KONETA Head office Juba at JCC SACCO Building Ground floor before. **23rd January 2026 at 4:00pm, CAT.** Female candidates are highly encouraged to apply. Please include "Security Guard-Koneta-Yei-2026" in the subject line/envelope.

