



**Position:** Guard /Janitor

**Department:** Programming & Training Unit

**Supervisor:** Regional Coordinator

**Type of position:** Personal Service Contractor, Full Time

### *Summary*

The regional office guard/janitor ensures the overall security of the regional office including, but not limited to:

- Compound access control (i.e, personnel, visitors, Volunteers, etc)
- Peace Corps property
- Maintaining sufficient illumination throughout the compound after close of business (COB)

The Regional Office guard/janitor ensures that the Regional Office, generator, storage rooms, and compound area of the office are cared for properly.

### *Description:*

#### **Security: 40%**

- Report all security incidents to the Regional Coordinator.
- Send weekly reports to the Regional Coordinator pertaining to office operations/issues/concerns.
- Safeguard office supplies, supplies equipment, and vehicle.
- Conduct the Regional Office visitor screening in accordance with PC Sierra Leone standard operating procedures.
- Ensure ALL people visiting the Regional Office are registered in the visitors' logbook and receive visitors' badge (if applicable). Inform visitors that badges must be worn/displayed at all times while visiting the Regional Office.
- Monitor the Regional Office compound area by patrolling the office and premises at least once per hour, but not on a predictable schedule. Check all doors and windows to be sure that they are locked and secure. Maintain a logbook of activities
- Ensure that all lights, locks and flashlight are in good working condition.
- Ensure that all the drive in/out gates and entrance/exit doors are secured at all times.
- Liaise with the local law enforcement authorities in the Region
- Other related duties.

#### **Management of Regional office external yard and compound: 30%**

- Ensure that the Regional Office external appearance is clean and attractive
- Sweep and/or mop rugs and floors in all rooms on a daily basis.
- Dust shelves, windowsills, tables and other surfaces daily.

- Clean windows and glass surfaces weekly.
- Disinfect bathrooms(floors, toilet, sinks) every other day or as needed
- Wash common cups and dishes used for public water dispenser.
- Remove all trash and clutter from office and compound areas. Empty trash receptacles on a weekly basis.
- Assist in loading and unloading office supplies, materials and PC property etc.(as needed)

**Volunteer Support: 20%**

- Interact with PCVs in a professional, pleasant, and trustful manner.
- Assist in identifying shops/business that furnishes goods/supplies for PCVs.
- Address Volunteer safety and security by adhering to Peace Corps policies and procedures.
- Identify and immediately communicate Volunteer safety and security concerns / issues to the Regional Coordinator or the Safety and Security Manager

**Administrative Responsibilities: 5%**

- Assist the Regional Coordinator in being the official PC Sierra Leone representative and contact person in the Region.
- Help maintain the regional office, keeping the office stocked with materials, equipment in working order, and ensuring the office operates to support Volunteers.

**Other: 5%**

- Other duties as assigned.
- Staff support: Interact with PC staff in a professional, pleasant, and trustful manner.

***Safety and Security***

Every individual with any involvement in the operations of Peace Corps Sierra Leone, whether U.S. Direct Hire, U.S. Personal Services Contractor, Foreign Service National, Foreign Service Personal Services Contractor or Volunteer / Trainee has duties and responsibilities directly and/or indirectly associated with Safety and Security. These duties and responsibilities include, but are not limited to, the following:

- Awareness and understanding of all directives of Peace Corps regarding Safety and Security.
- Awareness and understanding of emergency procedures at both home and office.
- Awareness and understanding of duties associated with the Peace Corps Sierra Leone Emergency Action Plan.
- Availability, at both home and office, of staff and Volunteer contact phone numbers and / or email addresses in case the stated individual is directed to establish emergency contact and provide emergency information.

Available 24/7 with regards to the Peace Corps Sierra Leone emergency communication system for PCVs and staff.

***Level and Effort***

The incumbent performs duties during a 48 hour work week at a set schedule as indicated. The incumbent may be required to work in the evenings weekends and holidays.

The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

### ***Qualifications***

Ability to read, write and speak English and 2 years' work experience is required. Experience guarding a residential building is required. Additional experience in cleaning and maintaining office and residential buildings is preferred.