AMERICAN COUNCILS
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TURKMENISTAN

JOB DESCRIPTION

Job Title: Weekend Guard
Reports to: Office Manager
Issuing Date and Application Deadline: Issue Date: August 24, 2022 Deadline for Application: August 31, 2022

POSITION OVERVIEW

(summarize in 2 – 3 sentences the overall mission of the job)

The Office Weekend Guard position is responsible for providing security support for the main American Councils office in Ashgabat during the weekends. It is a temporary part time job with $80 monthly salary. This position reports directly to the Office Manager but requires frequent coordination with other American Councils staff.

OBJECTIVES

(main duties and responsibilities)

- Opening gates before staff's arrival;
- Opening the main gate for visitors during weekends from 09:00-18:00;
- Monitoring the main gate of American Councils office during working hours on weekends;
- Ensuring all doors and gates to the compound are locked after working hours;
- Assisting with other organizational tasks as requested by Office Manager and Country Director.
- Performing other duties as assigned by both the Office Manager and the Country Director.

JOB DESCRIPTION

Job Title:

Weekend Guard

Required Skills and Competencies:

- Fluent in Turkmen,
- Fluent in Russian
- Basic knowledge of English (preferable),
- Ability to work with a team.

Education and Experience:

- A high school qualification or equivalent.
- A qualification in security training.
- Physical strength and fitness.
- Prior experience as a Security Guard would be advantageous.

About American Councils and Employment Benefits:

American Councils is a legal entity in Turkmenistan under the Foreign Assistance Agreement between the governments of the United States and Turkmenistan for the purpose of implementing US Embassy education and cultural exchange programs in Turkmenistan. American Councils maintains a friendly, informal office environment. For further information, please call +993-63-50-20-36.

Application instructions:

To apply, send a Resume/CV to E-mail: jobs@americancouncilstm.org
Only top candidates with complete applications will be interviewed.

Application deadline:

August 31, 2022