

SECURITY OFFICER

RESOURCES AND TRANSFORMATION DEPARTMENT

Duty Station:	Sarajevo
Contract Type: Consultant (on-call basis), 2 positions	National
Grade:	3
Department: and Transformation	Resources

PURPOSE AND SCOPE OF POSITION:

Under the general supervision of the **Head of Security** and the direct supervision of Senior **Security Assistant**, Security Officer is responsible to ensure that general security of OHR personnel and properties is maintained. He/she is responsible, but not necessarily limited to the following assigned duties:

DUTIES AND RESPONSIBILITIES:

- Providing access control to the OHR compound in accordance with the OHR Security Rules and Regulations;
- Conducting physical searching/checking process of visitors and their belongings;
- Receiving and checking incoming deliveries and providing letter/parcel bomb and bio-chem. recognition of the threat and taking appropriate actions;
- Acting as fire wardens and medical first aiders;
- Implementing procedures in accordance to the contingency plans;
- Answer calls in a polite and helpful manner and

transferring them to the correct departments. Take messages on behalf of OHR employees who are not available at the time;

- Responsible for distribution of local and international newspapers, both private and official;
- Monitoring security, both internally and externally through alarm and video surveillance technology;
- Taking part of OHR security team for external conferences and meetings;
- Providing unarmed close protection and maximum possible safety / security and expert guidance for designates;
- Establish and maintain contacts with local Law enforcement agencies;
- To be aware of emergency points of contact and locations in concerned area (hospital, fire brigade, Police, EUFOR base, etc.);
- Taking part as the team member for Close Protection. Provide support to Close Protection Team as advance agent or advance driver under the direct supervision of CPT leader;
- Protect dignity of protected person and ensure absolute confidentiality related to any information that may become unprotected during the course of the duties.
- Make sure that car is equipped with necessary equipment for emergency situations.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS:

- Completed secondary education
- Previous experience in professional or military police or security agencies
- Good level of written and spoken English is essential
- Valid driving license
- Confidentiality and flexibility
- Well-groomed with a good level of physical fitness
- Ability to work in team as well as unsupervised
- Adequately trained or experienced for Close Protection

responsibilities

- Ability to work with people from various cultural backgrounds

Any person with the above qualifications should provide (in English) a CV with a one-page cover letter and reference list to the following:

E-mail: application@ohr.int or Human Resources Section Office of the High Representative Emerika Bluma 1, 71000 Sarajevo Bosnia and Herzegovina

Reference number: 2024/048 and 2024/049

Closing date for applications: 23 October 2024

Female candidates are strongly encouraged to apply. Only short-listed candidates will be contacted.

No telephone or email inquiries please.

Incomplete applications will not be taken into consideration.