

# SECURITY GUARD

**DUTY STATION:** Mostar

**GRADE:** 3

**CONTRACT TYPE:** National (short-term)

## **PURPOSE AND SCOPE OF POSITION:**

The Security Guard will work under the general supervision of the Head of Security/his Deputy and Regional Administration Manager, and under the direct supervision of Head of Office Mostar and Regional Security Supervisor. He/she will be responsible for ensuring the general security of OHR personnel and properties.

## **DUTIES AND RESPONSIBILITIES:**

- Control access to the building and its parking area;
- Monitor security both internally and externally (patrols, alarm and camera technology);
- Perform searches of suspicious items including letter bomb recognition and appropriate action;
- Act as fire wardens if necessary;
- Evacuate in cases of emergency; civil disorder or any other emergency situation;
- Perform transport arrangements, security and switchboard duties at night;
- Liase with local/regional police officers and other agencies;
- Take part in OHR security team for external conferences and meetings;

- Provide first medical aid if needed;
- All and any other additional duties as instructed by the Supervisor(s).

### **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- Completed secondary education;
- Fluency in English language essential;
- Previous experience of professional security work with the International Community essential;
- Previous experience of professional police work preferred;
- Valid driving license preferred;
- Well groomed with a good level of physical fitness;
- Ability to work in team as well as unsupervised;
- Confidentiality and flexibility required.

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

**Personnel Department**  
**Office of the High Representative**  
**Emerika Bluma 1, 71000 Sarajevo**  
**Bosnia and Herzegovina**  
**Fax: +387 (0) 33 283 771**  
**application@ohr.int**

**E-mail:**

**Reference number: 2004/226 must be quoted**  
**Closing date for applications: 19 May 2004**

**Only short-listed candidates will be contacted**  
**No telephone inquiries please**