

SECURITY GUARD

DUTY STATION: Banja Luka

GRADE: 3

CONTRACT TYPE: National (short-term)

PURPOSE AND SCOPE OF POSITION:

The Security Guard will work under the general supervision of the Administrative Manager and under the direct supervision of the Administrative Assistant.

He/she will be responsible for ensuring the general security of OHR personnel and properties.

DUTIES AND RESPONSIBILITIES:

- Physical security of OHR Assets in the area;
- Night time phone receptionist;
- Monitor OHR radio net;
- Contact appropriate personnel during medusa;
- Fire protection of OHR areas;
- Knowledge of use and general maintenance of generator;
- Provide physical security at reception desk;
- Escort visitors to office destination;
- Knowledge of bomb threat procedures;
- Checking Mail (x-ray machine / air tight box);
- Checking visitors (metal Arch Door), maintain personnel records;

- Log all visitors to OHR offices;
- Log destination of OHR staff when leaving the office;
- Log all vehicle trips and radio check in log book;
- Physical inspection of vehicles for external damage before and after trips;
- Provide first medical aid if necessary;
- Ensures that all internal doors are locked after the last person leaves the office;
- Working knowledge of English;
- Any and all other related duties required for the completion of their work;
- At any moment to act according to the job description for specific positions (Gate, OPS, Corr. 1, Corr. 2).

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- Completed Secondary Education;
- Previous experience of professional security work with the IC essential;
- Fluency in English language essential;
- 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: 2004/224 must be quoted
Closing date for applications: 19 May 2004

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