

# SECURITY GUARD

**DUTY STATION:** Sarajevo

**GRADE:** 3

**CONTRACT TYPE:** National

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

Under the general supervision of the Head of Security and his Deputy, and under the direct supervision of Senior Security Supervisor, the Security Guard is responsible to ensure that the general security of OHR personnel and properties is maintained.

## **DUTIES AND RESPONSIBILITIES:**

- Access control to the building and its parking area;
- Monitoring security both internally and externally through physical; patrols, alarms and camera technology;
- Letter bomb recognition and appropriate action;
- If necessary, provide first medical aid;
- Acting where necessary as fire wardens;
- Assisting in building clearance/evacuation in cases of civil disorder or other emergency;
- Acting as an unarmed searching facility when necessary;
- During the night shift, acting as a switchboard operator if necessary;
- Providing assistance to OHR staff if required;
- To be part of OHR security team for external

conferences and meetings;

- Liaison with local police if necessary;
- All tasks assigned by his Supervisor.

**PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- Good spoken English is essential;
- Previous experience of professional security work with the International Community is 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.

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: 2004/219 must be quoted**  
**Closing date for applications: 16 May 2004**

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