SECURITY GUARD

DUTY STATION: Sarajevo

GRADE: 3

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

Under the general supervision of the **Head of Security** the direct supervision of **Regiona**l **Security Shift leader,** Security guard is responsible for, but not necessarily limited to, the following assigned duties and to ensure that general security of OHR personnel and properties is maintained.

DUTIES AND RESPONSIBILITIES:

- Access control to the OHR premises and its parking area
- Monitoring security both internally and externally through physical patrols, alarms and camera technology
- Monitoring and operating all equipment in Security Operations (OPS) Room
- Letter bomb recognition and appropriate action
- Receiving and checking of incoming mails
- Acting where necessary as fire wardens
- Acting where necessary as medical first aider.
- Assisting in building clearance/evacuation in cases of emergency
- Acting as an unarmed searching facility when necessary
- Answer telephone calls in a polite and helpful manner and transfer calls to the correct departments

- Take messages on behalf of OHR employees who are not available at the time
- To be part of OHR security team for external conferences and meetings.
- When on leave covered by other Security guard on roster basis
- Verify visitors identity and where necessary issue appropriate passes after security clearance
- Confirm visitors appointment with the relevant departments
- Make written record of visitor in visitors register

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- Good spoken English is essential
- Previous experience of professional police or military police work
- Valid driving license
- Well groomed with a good level of physical fitness
- Ability to work in team as well as unsupervised
- Confidentiality and flexibility

Any person 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 ***E-mail: application@ohr.int***

Reference number: 2006/052 must be quoted

Closing date for applications: 2 June 2006

Only short-listed candidates will be contacted

No telephone inquiries please