SECURITY GUARD

DUTY STATION: Sarajevo

GRADE: 3

CONTRACT TYPE: Consultancy (temporary)

PURPOSE AND SCOPE OF POSITION:

Under the general supervision of the **Head of Security** the direct supervision of **Regional 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: 2005/091 must be quoted
Closing date for applications: 15 May 2005

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