SECURITY GUARD

DUTY STATION: Brcko

GRADE: 3

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

Under the general and direct supervision of the Head of Security and his Deputy, security guard is responsible for, but not necessarily limited to, the following assigned duties and for ensuring that 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;

· 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;

· Being part of OHR security team for external conferences and meetings;

· Liaising with local police if necessary;

· Performing all other tasks as assigned by the 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 E-mail: application@ohr.int

Reference number: 2004/006 must be quoted
Closing date for applications: 2nd February 2004

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