

SECURITY GUARD

SECURITY GUARD

OHR MOSTAR

DUTY STATION: Mostar

CONTRACT TYPE: National

PURPOSE AND SCOPE OF THE POSITION

He/she will be responsible for ensuring the general security of OHR personnel and properties. The Security Guard will work under the general supervision of the Head of Security/his Deputy and Regional Administration Manager, and under the direct supervision of Head of Office Mostar and Regional Security Supervisor.

DUTIES AND RESPONSIBILITIES

- Controlling access to the building and its parking area
- Monitoring the security situation both inside and outside of the premises

- Performing searches of suspicious items
- Acting as fire wardens and evacuating the building's occupants in case of emergency
- Performing transport arrangements, security and switchboard duties at night
- Liaison with local/regional police officers and other agencies
- Taking part in OHR security team for external conferences and meetings

PROFESSIONAL REQUIREMENTS AND QUALIFICATIONS

- Completed secondary education
- Previous experience of professional security work with the International Community essential
- Previous experience of professional police work preferred
- Fluency in English language essential
- Valid and clean driving license essential
- Well groomed with a good level of physical fitness
- Ability to work in team as well as unsupervised
- Confidentiality and flexibility required

Anyone meeting these requirements who wishes to be considered

for the position should submit (in English) a CV and one page cover letter with references to:

Personnel Department

***Office of the High Representative
Emerika Bluma 1, 71 000 Sarajevo
Bosnia and Herzegovina***

Fax: ++387 33 283 771

E-mail: application@ohr.int

Please quote Reference No. 2003/168

Closing date for applications: 26 May 2003

Only short-listed candidates will be contacted

No telephone inquiries please