

# SECURITY GUARD

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### 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](mailto: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***