

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 **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: 2008/11

Closing date for applications: 25 March 2008

Only short-listed candidates will be contacted

No telephone inquiries please