

# SECURITY GUARD

**DUTY STATION:** Mostar

**CONTRACT TYPE:** National

**GRADE:** 3

## PURPOSE AND SCOPE OF THE POSITION

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. He/she will be responsible for ensuring the general security of OHR personnel and properties.

## 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;
- Good level of physical fitness;
- Ability to work in team as well as unsupervised;
- Confidentiality and flexibility.

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

***Office of the High Representative***  
***Husnije Repca bb, 88104 Mostar***  
***Bosnia and Herzegovina***  
***Fax: ++387 36 512 601; E-mail: [application@ohr.int](mailto:application@ohr.int)***  
***Please quote Reference No. 2002/392***  
***Closing date for applications: 3 January 2003***