

# 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](mailto: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***