

# Security Guard – Administration and Finance Department

SECURITY GUARD

SECURITY SECTION

DEPARTMENT OF ADMINISTRATION AND FINANCE

DUTY STATION: Sarajevo

CONTRACT: National

## PURPOSE AND SCOPE OF THE POSITION

The selected candidate 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 and his Deputy, and under the direct supervision of the Senior 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

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

#### PROFESSIONAL REQUIREMENTS / 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

Any personnel with the above qualifications should provide (in English) a CV with a one-page cover letter and references to

the following:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283771 E-mail: [application@ohr.int](mailto:application@ohr.int)

Please quote Reference No. 871/01

Closing date for applications: November 22<sup>nd</sup>, 2001