

# SECURITY GUARD/COMMUNICATIONS OPERATOR

**DUTY STATION:**

Banja Luka

**GRADE:**

3

**CONTRACT TYPE:**

Consultancy (temporary)

**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**  
**application@ohr.int**

**E-mail:**

**Reference number: 2005/090 must be quoted**  
**Closing date for applications: 15 May 2005**

**Only short-listed candidates will be contacted**  
**No telephone inquiries please**