Security Guards — Anti Fraud Department

PURPOSE AND SCOPE OF THE POSITION

The selected candidate, under the general supervision of the Head of Security and his Deputy and under the direct supervision of the Head of the Anti-Fraud Department and his Deputy and the Anti-Fraud Officer that this responsibility is delegated to, is responsible for, but not necessarily limited to, the following assigned duties and for ensuring that general security of OHR personnel and property is maintained.

DUTIES AND RESPONSIBILITIES

- Access control to the building and its parking area
- Monitoring security both internally and externally through physical patrols, alarms and camera technology
- Letter bomb recognition and appropriate action
- Acting where necessary as fire wardens
- Assisting in building clearance/evacuation in cases of civil disorder or other emergency

6. Acting as an unarmed searching facility when necessary

- During the night shift, acting as a switchboard operator if necessary

8. Providing assistance to OHR staff if required

9. To be part of OHR security team for external conferences and meetings

10. Liaison with local police if necessary

11. All tasks assigned by the Supervisor

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- Good spoken English is essential

- Previous experience of professional security work with the International Community is essential
- Previous experience of professional police work preferred
- Valid 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

Please quote Reference No. 2001/02-2001/06

Closing date for applications: 2 January 2002

Only short-listed candidates will be contacted

No telephone inquiries please