

## GENERIC JOB PROFILE

### Field Security Guard - GS-2

#### **Organizational Setting and Reporting Relationships:**

Under the overall guidance of the Administrative Officer and the direct supervision of the Security Team Leader, the incumbent shall perform following duties and responsibilities:

- Controls entry and ensures security of the organizational premises and staff
- Undertakes routine patrols of assigned areas, maintaining continual surveillance against fire, water leakage and any other occurrence which might damage premises or staff and keeps up to date records of patrols
- Assists in the investigation and reporting on all incidents related to the organization of the premises that involve a breach of security procedures, injuries or thefts and reports back to supervisor
- In case of incidents or emergencies in the organizations' premises, instructs staff and visitors of security procedures including fire control procedures and evacuation where necessary; and ensures the physical security of premises and staff
- Issues building passes where appropriate
- Opens and closes buildings. Checks that all office machines, air conditioners, lights etc. are turned off after working hours
- Responds to enquiries and provides appropriate information or suggests alternative sources of information
- Maintain security personnel lists
- Assists in liaising as necessary with police authorities, local administration, fire services and other emergency services
- May be required to drive for UN officials and staff including delivery and collection of mail, documents and other items; meeting official personnel and visitors at the airport, performing visa and customs formalities when required.

#### **Competencies:**

**Professionalism** General knowledge of internal security policies, regulations, and procedures, ability to gather information during duty; demonstrated ability to apply good judgment in the context of assignments given; ability to detect and identify dangerous objects and knowledge of how to deal with such objects; ability to remain calm in an emergency situation; willingness to

work shifts; trustworthy; high sense of responsibility; alertness; physically fit for duty; emotional stability and neatness. A high sense of confidentiality, initiative and good judgment.

**Communications** Ability to communicate effectively both orally and in writing. Ability to provide instructions clearly and concisely both orally and in writing.

**Technology Awareness** Knowledge in the use and maintenance of standard security and communications equipment; basis skills in standard computer applications (e.g. Word, Excel etc.).

**Teamwork** Courteous and tactful with the ability to work effectively with people of different national and cultural backgrounds in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Education:** High school diploma or equivalent and a valid driver's license free of driving violations

**Experience:** Minimum five (5) years of work experience as security guard or in the related field of work. Knowledge of security rules, regulations, and procedures including fire safety and first aid procedures, as well as standard security and safety procedures in order to undertake both patrols of buildings and grounds and routine monitoring and grating of entry to the premises and physical fitness.

**Language:** For the post advertised, fluency in oral and written Russian and working knowledge of Turkmen are required. Knowledge of English is an advantage.