
Job Description

1. Title: Security Guard
2. Report to: Administrative Officer
3. Grade: GSS
4. Contract Duration: Initially for 2 years (possible extension of another 2 years based on performance)

Main purpose of the job:

To ensure the security of the office buildings and properties

Key duties and responsibilities:

1. Patrol the office premises at least five times starting from 5 PM to 9AM to prevent and detect the signs of intrusion.
2. Ensure security of doors, windows and glasses
3. Investigate the disturbance around the office premises
4. Monitor and authorize entrance and departure of employees, visitors and other persons to guard against theft and maintain the security of the premises
5. Call police or fire departments in case of emergency such as fire and unauthorized persons
6. Must ensure all lights are put off when employees leave the office
7. Must ensure that the windows, doors and gates are properly locked when employees leave the office
8. Make the office key available when the officers come for overtime duty
9. Report to Administrative Officer for the damages caused to the office properties
10. Any other task assigned by the Supervisor

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Gyalpozhing College
Royal University of Bhutan
Gyalpozhing, Mongar

Person Specification:

Skills:

1. Must be able to read and write basic English & Dzongkha
2. Should be vigilant and active listener
3. Must be good at time management
4. Should be hardworking and sincere at work

Eligibility:

1. Must be physically fit
2. Should not have any adverse record of criminal offences/cases
3. Should not have been terminated from service
4. Preference will be given to Ex-Armed personnel or G4S trained personnel