

Terms of Reference for Security Guard

- 1. Position:** Security Guard
- 2. Place of posting:** Gelephu
- 3. Report to:** Manager, Gelephu, Central Region
- 4. No. of position:** 1
- 5. Major Job Responsibilities:**

- ✓ Security Guard should reach the place of duty 5 minutes before the start of duty time.
- ✓ Security Guard should do their duty professionally.
- ✓ Security Guard should not indulge in their personal works at duty place.
- ✓ Must be able to act promptly in any emergency situations.
- ✓ The Security Guard must act as per the instructions.
- ✓ All the visitors, bags, mail and incoming materials must be checked.
- ✓ Should not be intoxicated with alcohol/any type of drugs while on duty and non-compliance would invite severe disciplinary action.
- ✓ Ensure that unauthorized vehicles do not enter the premises without prior permission from the concerned authority. Even if they are permitted, ensure they are not left unattended.
- ✓ Any other tasks assigned by Supervisor in the best interest of the Company.

Qualification/Skills:

Ex-Armed Force Personnel or Certified/Trained Security Personnel within the age range of 18- 45 years

Remuneration:

Grade/Cadre	Pay Scale	Allowance
ESP	8,700-220-13,100	Corporate Allowance 20% PBVA= 15%