

## **Terms of Reference**

### **SECURITY GUARD**

#### **Background:**

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of several observation missions with thousands of observers every year to assess the compliance of elections in OSCE participating States in line with OSCE commitments, other international standards for democratic elections and national legislation. Its unique methodology provides an in-depth insight into all elements of an electoral process, and permits to make concrete recommendations to further improve electoral processes. Further details of the organization can be found at [www.osce.org/odihr](http://www.osce.org/odihr).

Under the supervision and instructions of the Security Expert or, in the absence of a Security Expert, the Operations Expert, the Security Guard is responsible to physically protect the mission's personnel, premises and property.

#### **Main Tasks and Responsibilities:**

- Follows and implements security and safety instructions prepared by the Security Expert;
- Acts upon existing Standard Operating Procedures;
- Conducts access control. Screens, checks the identity and registers all persons entering the office;
- Protects personnel, premises, property and visitors present at the mission premises from any loss caused by fire, theft, water flood damage or any other intentional or unintentional act;
- Takes immediate and proportional action on the spot in the event of incidents which could potentially or actually do harm or damage to the mission personnel, premises and property;
- Deters unauthorised persons from entering the mission office;
- Receives and escorts mission visitors and logs their entry and departure time;
- Replaces the Receptionist upon her/his departure from the office and operates the telephone switchboard until the last mission core staff member leaves the office;
- Checks all the windows and external doors, lights, and other electric equipment after the last core team member has left the office;
- Reports any damages to the office's property, including faulty equipment such as lights, air conditioning, alarm systems, fire systems, perimeter fence faults, locks, padlocks, doors not locked, open windows;
- Records and immediately reports any unusual activity inside of in the vicinity of the mission office;
- Opens and locks the office premises;
- Projects a smart, helpful and efficient image to all personnel and visitors to the office; and
- Performs any other tasks as required.

#### **Education and Experience:**

- Completed secondary education;
- At least two years of relevant work experience;
- Formal training in the field of security and safety and thorough knowledge of security and safety procedures;
- Previous working experience in an international or foreign environment, in diplomatic missions or representations of international organisations is an asset;
- Ability to communicate effectively and with tact;
- Knowledge in first aid and fire fighting, proven through relevant certificates, is an asset;
- Ability to work long hours. Available to work during the night and around the clock seven days a week;
- Ability to respond quickly and effectively to emergency and security situation developments;
- Clean criminal record;
- Knowledge of local language(s) is essential; and
- Knowledge of English is an asset.

#### **Deliverables:**

- Ensuring safe office space;
- Log of visitor's entries and exits;
- Reception switchboard operation (as back up to Receptionist); and
- Reports on damages (if applicable).