

Terms of Reference (TOR)

Security Guard

Position & Grade: Security Guard
Place of Employment: FITI, Changeney, Thimphu
Employment Type: Consolidated contract for one year and renewable based on performance.

Terms of Reference:

Position	Slot	Qualification	Minimum Work Experience	Salary
Security Guard	One	• Trained security personnel or Ex armed personnel	Three years	Nu.11,500/-

Roles & Responsibilities:

1. Be present on duty in time.
2. Inspect and patrol the FITI premises regularly.
3. Monitor and secure property entrance and exit including doors and windows.
4. Checking the identification and authorize entrance of visitors/vehicles.
5. Monitor surveillance cameras.
6. Respond to alarms and act on time.
7. Provide assistance to visitors in need.
8. Submit reports of surveillance regular.
9. Be vigilant with trespasser and report criminal incidents to concerned authorities.
10. Monitor and manage the Institute's parking.
11. Prohibit access to forbidden areas.
12. Stay alert and be observant while on duty.
13. Recognize potential threats and taking steps to mitigate them.
14. Respond to emergencies.
15. Participate in rescue operations.
16. Summon health care professionals in case of assaults and injuries.
17. Advise people about necessary safety precautions.
18. Monitor and secure office equipment including, light, switches, heating system and water pump.
19. Monitor and report to the management any equipment and facilities that are entering and exiting the Institute.
20. Forbid visitors without formal dress unless authorized.
21. Carry out any other job assigned by the management.

Mandatory document to be submitted

1. Duly filled in FTTI Job Application Form (available on FTTI website).
2. Medical Certificate duly signed by medical officer.
3. Initial appointment order and certificate/proof of work experience.
4. Copy of training certificate in security services from a recognized institution.
5. Copy of Citizenship Identity Card.
6. Copy of valid Security Clearance Certificate.
7. No Objection Certificate from present employer if selected.
8. Any other relevant documents and certificate.