

Terms of Reference (ToR): Security Guard

Position & Grade: Security Guard
Employment Type: Contract for 3 years renewable based on performance
Place of Employment: FITI, Changeney, Thimphu

Terms of Reference:

Position	Slot	Qualification	Minimum Work Experience	Salary & Allowance
Security Guard	1	1. Ex- armed personnel or trained security personnel 2. Minimum Class VIII Pass 3. Age must be above 18 and below 50 years	Three years	1. Basic Salary: Nu.13,140.00 2. Housing Allowance: 20% 3. Corporate Allowance: 20%

Note:

- An employee shall be recruited on probation for six months.
- Other benefits & allowances shall be in accordance with the FITI Service Rules, 2015.

Roles & Responsibilities:

1. Report for duty on time.
2. Inspect and patrol the FITI premises regularly.
3. Monitor and secure the property entrance and exit.
4. Authorise the entrance of people and vehicles.
5. Secure all exits, doors, and windows.
6. Monitor surveillance cameras.
7. Respond to alarms and act promptly.
8. Assist people in need.
9. Submit reports of any suspicious incidents.
10. Enforce-laws and regulations related to trespassing.

11. Guard high-traffic areas, including parking, and monitor all visitors.
12. Check the identification of visitors.
13. Take-charge of metal detector and bag checking security procedures.
14. Restrict access to and take photos in unauthorised areas.
15. Performing routine inspections in the area they are guarding. (same as Sl. No. 2)
16. Stay-alert, be observant. and report any suspicious activities.
17. Recognise potential threats and take steps to mitigate them.
18. Respond to emergencies.
19. Participate in rescue operations.
20. Inform the police immediately about any probable criminal incidents.
21. Summon health care professionals in case of assaults and injuries.
22. Advise people about necessary safety precautions.
23. Monitor and secure office equipment, including lights, switches, the heating system, and the water pump.
24. Monitor equipment and facilities that are entering and exiting the office.
25. Report to the management on any suspicious exit of office equipment and facilities
26. Forbid visitors without formal dress unless authorized by the supervisor
27. Carry out any other job assigned by the Supervisor

Mandatory document to be submitted

- Duly filled FITI Job Application Form (available on the FITI website).
- The medical certificate is duly signed by the medical officer.
- Initial appointment order and certificate/proof of work experience.
- Copy of training certificate in security services from a recognized institution.
- Copy of Citizenship Identity Card.
- Any other relevant documents and certificates.
- Copy of valid Security Clearance Certificate.
- Audit clearance (if currently employed).
- One passport-size photo.
- No Objection Certificate from the present employer, if employed (if selected).

