

Terms of Reference

Job Title	ESP (Security Guard)
No. of Slots	One
Section/Division	Phuntsholing

Accountabilities/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 of the immediate supervisor.
- 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, Knowledge, Skills and Experience	• Certified/Trained Security Personnel within the age of 18 to 45 years
Remuneration:	• Grade/ Cadre: ESP • Pay Scale: 9,135-230-13375 • Allowance: Corporate Allowance 20%, Fixed Allowance: 60%