



JOB-DESCRIPTION

(ToR)

Prepared on / by: 19.02.2021/MOKSA	
Function: Head Guard	Assessment of Function:
Assumption of the Function by: 01.05.2021	Assessment of / by: Security Manager
Organizational Order of: Embassy of Switzerland in Nepal	Job No.:
Direct Function of the Superior:	Employment Level: 100%
Direct subordinated Staff:	Total subordinated Staff:
Surname / Name:	Staff-No. :
Staff category:	
<p>Requirements:</p> <p>Expert Competence</p> <ul style="list-style-type: none"> ▪ Higher Secondary Education and above ▪ Formal guard training by accredited/recognized institution ▪ Excellent spoken and written English and Nepali ▪ Ability to work independently in a wide range of assignments/tasks ▪ Basic computer skills ▪ Excellent coordination skills <p>Methodical Qualification/Competence</p> <ul style="list-style-type: none"> ▪ Time management and task prioritisation ▪ Knowledge and experience of basic planning <p>Social Qualification/Competence</p> <ul style="list-style-type: none"> ▪ Communication skills and ability to network ▪ Strong customer orientation ▪ Able to respect confidentiality and professional integrity ▪ Ability to work in a multi-cultural team ▪ Able to work and contribute positively in a team ▪ Aware and sensitive in areas of gender and social inclusion <p>Interface with:</p>	

Representation: Guard Team, Security Manager, Premises and Transport Manager, Visa and Consular Staff

Work in serial order of its implication	%	Kind of Completion
<p><u>Purpose of Job</u></p> <p>The Head Guard directly reports to the Security Manager and is responsible for ensuring overall security and vigilance within the Embassy premises for 24/7. He/she shall ensure strict adherence to the Embassy safety and security rules and regulations, develop duty schedules, issue instructions both oral and written to the guards, and maintain proper check/feedback on implementation of office instructions.</p> <p>The post holder monitors and identifies safety and security lapses concerning entry, exit, movement of people and materials; brings these to the knowledge of his/her supervisor. He/she shall monitor security check/rounds records, point out lapses in performance of the guards and ensures corrective measures in close coordination with his/her supervisor.</p>	100%	
<p>1. Day to day security and vigilance:</p> <ul style="list-style-type: none"> ▪ Conduct daily briefing to guards on duty ▪ Provide orientation on safety and security roles and responsibilities ▪ Assign duties in line with the Embassy rules and regulations ▪ Inspect uniform and advises corrective measures ▪ Plan and implement weekly/monthly duty schedule ▪ Ensures proper handing over between guards during change of duty shift ▪ Ensures overall responsibility of office/vehicle keys under the custody of the guard team ▪ Ensure proper Implementation of task entrusted to guard team especially regular patrolling during day and night. <p>2. Monitoring and Reporting:</p> <ul style="list-style-type: none"> ▪ Conduct simple investigations pertaining to irregularity and report to supervisor immediately and also in writing ▪ Prepare monthly and quarterly report on incidents and team's overall deliverables ▪ Remain vigilant about disruption, forced entry, or suspicious activities, and safety risks (leakages, fire hazards and other risk factors) which could endanger safety and security of the Embassy; report the incident immediately to Security Manager 	70%	
	20%	

<ul style="list-style-type: none"> ▪ Check firefighting equipment periodically to ensure validity and main good working condition at all times ▪ Monitor alarm systems and CCTV cameras <p>3. Others:</p> <ul style="list-style-type: none"> ▪ Conduct any other tasks assigned by the Security Manager or the Embassy management. ▪ Attend safety and security training and orientation of the Embassy ▪ Change/update the duty schedule as per need of the Embassy; arrange absences of guard team (e.g. planned leave, sick leave, ad hoc leave requests, etc.) ▪ Monitor hygiene and order of the duty room, washroom, and dormitory at all times 	10%	
<p><u>Area of tasks changed:</u></p>	<p>Yes No</p>	

<p>Signature Superior:</p>
<p>Signature Employee:</p>