

TERM OF REFERENCE

Position Information/Terms of Reference

Job Code Title: **Security Guard Supervisor**

Contract type: **Service Contract**

Grade: **SC-4 level**

Supervisor: **Security Advisor, UNDSS**

Overview: The security guard supervisor is responsible for the Supervision of Security Guards assigned to him/her. Under the technical supervision of the UNDSS, s/he will be responsible to ensure proper physical security of premises assigned.

Accountabilities: Within delegated authority, the Security Guard Supervisor will be responsible for the following duties:

- Conduct continuous supervision of Security Guards assigned and ensure that UN access control procedures are properly implemented.
- Implement Security Service policy through the Security Contractor representative.
- Record contractor attendance and post coverage for monthly submission to superiors and ensure that such records are properly filed.
- Ensure that routine patrols are conducted within the assigned premises (In and out).
- Ensure that up-to-date records of the Guards patrol along with other relevant activities are logged and kept (Visitors log, Cargo log, Equipment In/out log etc.)
- Patrol and inspect all locations supervised.
- Ensure that supervised Security Guards, are familiar with and conducting their duties in accordance with issued the UN security policies and procedures.
- Investigate and report all incidents on any UN premises that involve a breach of security procedures, injuries or theft.
- Assign daily duties to security personnel, through the contractor representative where applicable, ensuring that posts are manned at all times; intervene personally to resolve problems or refer them immediately to the Contractor Supervisor.
- Instruct personnel on shift in the performance of security services, including UN Office Emergency and Security Procedures, control and physical security for the premises, use of equipment and operation of the automated alarm and video surveillance systems, where they exist.
- Liaise daily with the Security Contractor Representative and Agency Security Focal Points.
- Report for duty as and when necessary (on call).

- Compile and submit the Security Guard Force weekly (when required) and monthly reports of the supervisor's detailing activities and statistics in his/her area of responsibility.
- Ensure that building safety plan is maintained and regular building evacuation exercises conducted.
- Respond and coordinate security related incidents involving UN staff and eligible dependants.
- Perform other related duties as required.

Corporate Competencies:

- Demonstrate integrity by modeling the UN's values and ethical standards
- Promote the vision, mission, and strategic goals of UNDP
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treat all people fairly without favoritism

Functional Competencies:

Professionalism - Ability to supervise subordinates, provide direction, advice and assistance when required, maintain accurate records and produce reports.

Planning and Organising - Demonstrated organisational skills and ability to handle work in an efficient and timely manner as well as to co-ordinate, plan and execute actions in response to security problems.

Commitment to continuous learning - Initiative and willingness to keep abreast of new developments in the security area.

Technological Awareness - Fully proficient in MS Word and working knowledge of MS Excel.

Teamwork - Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with the programme, procurement, human resource counterparts, and client departments.

Communication - Ability to write in a clear and concise manner and to communicate effectively. Good communication skills to train Security Guards.

Qualifications and experience:

Education: Completed secondary education. University degree, Military College or Police Academy would be an asset.

Work experience: A minimum of 4 to 6 years of progressively responsible security experience (e.g. Military, Police or Governmental or Private Security Service) or 4 years of supervisory experience in civilian sector on operational level in International Organisation or Government Department. Experience on command/managerial position would be an asset.

Languages: For this post, fluency in Lao and English (both oral and written) is required.

Other skills: Selected candidate must have valid licence for motorcycles, be familiar with map reading, HF and VHF radio, and be able to respond on call on 24/7 basis.