

Security Guard (G2)

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Deadline:	The deadline for applications has expired	
Salary:	до 735 евро	
Work experience:	2 years	
Location:	Bishkek	
Type of involvement:	full time	



Organization for Security and Co-operation in Europe (OSCE)

Address

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Information

Common information

The work of the Programme Office in Bishkek (POiB) focuses on a range of security issues, including countering terrorism, border security and transnational threats such as human trafficking, to developing the country's regions, strengthening efforts to combat corruption on all levels, as well as supporting the reform of the justice sector, implementation of election reform, gender equality and building open and resilient societies.

The post is located in the Security unit within the Office of the Head of Mission. The unit is responsible for ensuring the safety and security of the POiB staff, assets, and operations by conducting regular security safety exercises/drills, providing security briefings and training, and managing the security of the office premises and access control. It ensures all security measures and protocols are implemented and adhered to in accordance with OSCE guidelines and international security standards. The section's activities include overseeing and managing access control, surveillance, emergency response, and incident management to maintain a secure and safe environment for the POiB.

Main Purpose:

The Security Guard secures office premises, ensures the safety and security of the OSCE personnel and its assets, monitors security risks and situations in the country, implements measures to mitigate them, and provides day-to-day security services. Security Guard reports incidents and monitors surveillance systems and access control to ensure access of authorized personnel/visitors. The Security Guard reports to the immediate supervisor/s all emergency situations and calls when needed to the fire brigade, local law enforcement structures, etc.

Working under supervision, the Security Guard implements all OSCE security measures, provides guidance and advice on security protocols to personnel, and participates in specialized security initiatives.

Work Relationships:

The Security Guards report directly to the National Security Officer (NP2).

Internal contacts are with mission members to exchange routine information and with other security mission members to exchange information on security-related matters, coordinate security operations, address security concerns, ensure

adherence to security protocols, facilitate effective security measures and provide updates on security status. External contacts involve local law enforcement, emergency services, and security contractors collaborating on security issues, responding to incidents, managing external support, and ensuring a cohesive approach to maintaining security and safety. The work involves frequent contact with the visitors. Other external contacts are authorized only upon prior consent of the National Security Officer.

Qualification requirements

- Completed secondary education supplemented by training related to the security, police or military services;
- Minimum two years of military/police service or two years of related work experience as a security guard, preferably in an international organization;
- Knowledge of basic security methods and practices to perform the limited intervention assignments. Knowledge of security and safety regulations, procedures and methods;
- Basic knowledge of firefighting and defensive actions;
- Basic knowledge of the Microsoft package is an advantage;
- Capability of handling a stressful situation;
- Ability to work irregular (extra) hours;
- Physical fitness and driver's license;
- Ability to work with people of different nationalities, religions and cultural backgrounds;
- Excellent written and oral communication skills in Russian/Kyrgyz languages and working knowledge of English;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Ability and willingness to work as a member of team, with people of different cultural, and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity;
- Computer literate with practical experience using Microsoft applications.

Duties

Under the overall supervision of the National Security Officer, the successful candidate will be tasked with the following duties:

1. Following specific instructions ensures the security and protection of personnel and property by effectively monitoring and patrolling premises, managing access control, and responding to incidents promptly. Ensures that fire escapes are accessible, that fire alarms and fire extinguishing equipment are functioning and easily available and, in case of a fire, assists with firefighting services.
2. Continuously monitoring surveillance systems, provides real-time updates and performs regular checks to identify and address security threats proactively.
3. Checking the operation and maintenance of security systems, including video surveillance, alarm systems, and auxiliary systems, to guarantee their functionality and readiness at all times; Checks and makes sure that all visitors of the POiB present required documents, registered at the entrance and issued permission cards.
4. Addressing and resolving basic building maintenance issues and coordinates with maintenance staff and external service providers to ensure a secure and safe environment.
5. Collaborating closely with team members and supervisors to enhance security measures, implements process improvements, and ensures cohesive security operations across the organization. In case of burglary, the incumbent shall attempt to prevent a break-in or immediately report to law enforcement (where applicable). All such attempts must immediately be reported to the National Security Officer.
6. Taking part in security assessments to identify vulnerabilities, proposes effective solutions and participates in training sessions and drills.

For more detailed information on the structure and work of the OSCE Programme Office in Bishkek, please see: <https://www.osce.org/ru/programm-office-in-bishkek>.

Conditions

Monthly remuneration, subject to social security deductions is 735.33 Euro/month. Social benefits will include Organization for Security and Co-operation in Europe participation in the Cigna medical insurance scheme and the OSCE Provident Fund. Appointments are normally made at step 1 of the applicable OSCE salary scale.

If you wish to apply for this position, please use the OSCE's online application link found under <https://vacancies.osce.org/>.

The OSCE retains the discretion to re-advertise/re-post the vacancy, to cancel the recruitment, to offer an appointment at a lower grade or to offer an appointment with a modified job description or for a different duration.

Only those candidates who are selected to participate in the subsequent stages of recruitment will be contacted.

Candidates interviewed and found suitable in the recruitment process for this vacancy notice will be placed on a roster of suitable candidates (valid for three years) for fixed-term posts, should a suitable opportunity arise. The placement on a roster does not guarantee a future appointment or assignment.

Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <https://www.osce.org/participating-states>.

The OSCE is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all religious, ethnic and social backgrounds to apply to become a part of the Organization.

Candidates should be aware that OSCE officials shall conduct themselves at all times in a manner befitting the status of an international civil servant. This includes avoiding any action which may adversely reflect on the integrity, independence and impartiality of their position and function as officials of the OSCE. The OSCE is committed to applying the highest ethical standards in carrying out its mandate. For more information on the values set out in OSCE Competency Model, please see <https://jobs.osce.org/resources/document/our-competency-model>.

Please note that for this position the OSCE does not reimburse expenses such as travel in connection with interviews, tests, visas and relocation.

Please be aware that OSCE appointments are subject to medical clearance.

The mandatory retirement age at the OSCE is 65 years for contracted positions at the general service, professional and director level. The Organization shall apply an age limit of 62 years at the time of appointment as the incumbent selected is normally expected to carry out the contractual obligation of two years.

Please be aware that the OSCE does not request payment at any stage of the application and review process.

About company

Программный офис в Бишкеке является полевой миссией ОБСЕ, расположенной в столице Кыргызской Республики в городе Бишкек.

Согласно мандату Программный офис в Бишкеке занимается разработкой, внедрением и отчетностью во всех трех измерениях в рамках подхода ОБСЕ к всеобъемлющей и основанной на сотрудничестве безопасности. Учитывая растущие потребности и приоритеты принимающей страны, Офис предоставляет содействие Правительству в рамках тесного сотрудничества между ОБСЕ и Кыргызской Республикой.

Работа Офиса сосредоточена на ряде вопросов безопасности: от транснациональных угроз (например, торговля людьми и терроризм) до содействия правоохранительным органам, а также на рисках, вызванных экономическими и

экологическими проблемами. Помимо этого, Офис выступает в поддержку полной реализации Пакта ООН об экономических, социальных и культурных правах, судебной реформы, гендерного равенства, справедливости и демократичной избирательной системы.