

Security Guard

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Deadline:	The deadline for applications has expired	
Salary:	According to the interview results	
Location:	Bishkek	
Type of involvement:	full time	



[UNDP Kyrgyzstan](#)

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Information

Common information

Background

Following the guidance of the General Assembly on UN Reform, specifically the sharing of administrative systems and services, Country Teams have made steady progress in establishing UN Houses, and more recently, in the area of common services.

UN House Project initiative is aimed to provide continuous, efficient and timely maintenance of the UN House building and its common territory for UN Agencies accommodated in the UN House (under one roof). Significant savings in investments, operating costs, and time, as well as improved efficiency and delivery of these services can be achieved through joint initiatives in these common areas. UNH Project is represented by the UN House Management Team consisting of representatives from each Agency accommodated in the UN House. UNHMT reports directly to Heads of UN House Agencies.

Required security services will contribute to the safety of UNH Premises and its inhabitants. It is expected that Emergency Security Enforcement measures are observed and the safety of UN House staff is ensured.

Qualification requirements

Required Skills and Experience

Education:

- Secondary education is required.

Experience:

- Minimum 3 years of relevant experience in the area of security and safety, police, military service.

Required skills:

- Basic computer skills.
- High sense of responsibility, ability to manage stressful situations, initiative, friendly and positive attitude to people.

Desired skills:

- Previous work experience with the United Nations, international organizations, governmental institutions, NGOs, or other relevant organizations is desirable.

Required Language(s): Fluency in Russian. Basic knowledge of English. Knowledge of Kyrgyz is an asset.

Professional Certificates: Relevant professional qualifications, certifications, or specialized training. Certificates on security trainings.

Core Competencies:

Achieve Results: LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline

Think Innovatively: LEVEL 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements

Learn Continuously: LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback

Adapt with Agility: LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible

Act with Determination: LEVEL 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident

Engage and Partner: LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships

Enable Diversity and Inclusion: LEVEL 1: Appreciate/respect differences, aware of unconscious bias, confront discrimination

Cross-Functional & Technical competencies:

Business Management - Customer Satisfaction/Client Management

- Ability to respond timely and appropriately with a sense of urgency, provide consistent solutions, and deliver timely and quality results and/or solutions to fulfil and understand the real customers' needs. Provide inputs to the development of customer service strategy.
- Look for ways to add value beyond clients' immediate requests.
- Ability to anticipate client's upcoming needs and concerns.

Business Management - Communication

- Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience.
- Ability to manage communications internally and externally, through media, social media and other appropriate channels.

Security Services - Physical/premises security

- Ability to conduct accurate premises assessments on UN facilities to ensure appropriate mitigation measures are in place.
- Ability to design, support the implementation and test physical security systems for UNDP premises.

Security Services - Security risk management

- Ability to assess threats and risks, identify and oversee implementation of mitigation measures, including ability to design and test security plans.

Security Services - Security incident management & monitoring

- Ability to provide an adequate response to security incidents/events.

Security Services - Security crisis management & response

- Knowledge of crisis management and response arrangements as well as the ability to prepare for, respond to, support/manage security crisis events.

- Knowledge of fire safety systems and ability to assess risks and identify mitigation measures.

Duties

Scope of Work

The following functions are to be reported and evaluated by UNDP National Security Officer

1. Security of the UN House

- To ensure the physical integrity and safety of the Office, its property, its main building, and its territory;
- To monitor the overall situation around the UN House by staying on security posts;
- To monitor surveillance cameras and other equipment related to the safety and security of the premise;
- During the night shift perform the Office security monitoring by walking around the premise and building's sections, corridors, and entrances.

2. Enforce access control

- To exercise access control procedures to the premise for the UN personnel, visitors, and other categories of visitors such as service providers etc;
- To exercise access control procedures to the territory for UN vehicles and other vehicles such as service providers and/or delivery vehicles;
- To guard access points by permitting or refusing entry, and restraining trespassers;
- To protect property by monitoring access to the premise and ensuring only authorized personnel enter the area;
- To prevent the entrance into the UN House of persons bearing weapons, explosives, hazardous liquids, or any other prohibited items;
- To monitor the camera surveillance at vehicle entry and exit points and operate the remote-control system of the vehicle gates;
- To search all the vehicles authorized to enter the Office's internal parking lot with the specialized equipment;
- To maintain and keep the records of the vehicle entry and exit logbook.

3. Manage, interact with visitors and receive incoming mail/phone calls

- To be polite and attentive while dealing with visitors and answering phone calls;
- Handling difficult situations with tact;
- While on duty maintain a neat and clean appearance and wear the UN-issued uniform;
- To verify, confirm and record the visitor's identity in the registry book by looking at their IDs, passports, and/or other identification documents;
- To inform the UN personnel or receptionist about the visit and request them to receive the visitors;
- To receive incoming mail with observance of the safety measures.
- Each package and parcel received should be carefully examined, when necessary with a metal detector.
- The person who delivered the letter/parcel to the Office should be registered in the log according to the ID card provided.

4. Responding to Emergency

- To react to the emergency immediately and appropriately to minimize the impact on life and damage the property from the urgency;
- To control/monitor the fire/security control alarm equipment. In case, if the fire/security alarm signals to act in accordance with the instructions, inform NSO and register the fact and the measures taken in the log;
- In case of fire/bomb threat to conduct a building evacuation and act according to protocols;
- To inform immediately the UNDP National Security Officer (NSO)/ /UNDSS LSAs (in the absence of NSO) in case of receiving information on an emergency with UN personnel on mission in the Country.

5. Reporting and communication

- To inform immediately UNDP National Security Officer/ /UNDSS LSAs (in the absence of NSO and the relevant local authorities in cases of security and/or emergency relating to the office such as interference, fire, threatening telephone call, etc.
- To take necessary actions in accordance with the instructions from the UNDP National Security Officer/ UNDSS LSAs (in the absence of NSO);
- To control and log all the movements of the UN property into and out of the Common premises through security posts. Prior written notification is required from the office staff authorizing the movement;
- To inform immediately the UNDP National Security Officer/ UNDSS LSAs (in the absence of NSO) of all the detected weaknesses in the security system and violations of the admission regime.
- To leave the place of duty only with the permission of the UNDP National Security Officer.
- Proper coordination with counterpart always inform the counterpart when leaving a place of duty;
- Proper coordination with the police officers assigned as additional security measures in front of the UN House;
- To maintain detailed records of daily observations and write reports documenting the incident;
- To submit daily guard's report with the log information to the UNDP National Security Officer;
- To inform immediately the relevant staff members of any important security-related messages received.

6. Prevention and increased visibility

- To take actions to protect UN personnel, property, and assets. In the event of a criminal threat, the security guard should stay visible and take the proper actions until law enforcement arrives;
- In the event of any dangerous criminal threat situations the security guard should not attempt to apprehend the suspect. The security officer should contact law enforcement immediately.
- To remain highly visible as an effective deterrent factor;
- Not to allow parking of unidentified vehicles in the vicinity of the Office, especially unattended vehicles. Immediately inform the local police and UNDP National Security Officer/ /UNDSS LSAs (in the absence of NSO) on any of such cases. Not to allow parking of private vehicles during the nighttime and in case of such cases inform UNDP National Security Officer/ /UNDSS LSAs (in the absence of NSO);
- Inspect the Office after working hours to ensure that all rooms are closed and locked, electricity is switched off, no water or gas leakage.

7. Work discipline and teamwork

- To be on time for work and follow duty shifts;
- Share individual and mutual team accountability;
- To work in a workplace as a single unit with co-workers to achieve Organizational goals and objectives;
- Be polite and courteous and respect colleagues
- To perform other duties required by the direct supervisor

Institutional Arrangement:

Under the overall guidance of the UNDP National Security Officer and Operations Manager, the Security Guard provides reliable and safe security services ensuring high accuracy of work. The Security Guard demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.

Conditions

Equal opportunity

As an equal opportunity employer, UNDP values diversity as an expression of the multiplicity of nations and cultures where we operate and, as such, we encourage qualified applicants from all backgrounds to apply for roles in the organization. Our employment decisions are based on merit and suitability for the role, without discrimination.

UNDP is also committed to creating an inclusive workplace where all personnel are empowered to contribute to our mission, are valued, can thrive, and benefit from career opportunities that are open to all.

Sexual harassment, exploitation, and abuse of authority

UNDP does not tolerate harassment, sexual harassment, exploitation, discrimination and abuse of authority. All selected candidates, therefore, undergo relevant checks and are expected to adhere to the respective standards and principles.

Right to select multiple candidates

UNDP reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNDP at the same grade level and with similar job description, experience and educational requirements.

Use of AI by candidates

Applicants are invited to [read UNDP's guidance for candidates on using AI responsibly in UNDP recruitment and selection](#).

Scam alert

UNDP does not charge a fee at any stage of its recruitment process. For further information, please see www.undp.org/scam-alert.

About company

As the United Nations lead agency on international development, UNDP works in 170 countries and territories to eradicate poverty and reduce inequality. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities, and to build resilience to achieve the [Sustainable Development Goals](#). Our work is concentrated in three focus areas; sustainable development, democratic governance and peace building, and climate and disaster resilience. UNDP advocates for change, and connects countries to global knowledge, experience and resources to help people build a better life.

UNDP has supported Kyrgyzstan's development progress since 1992 and supports the country in charting future pathways towards greater prosperity, resilience, and social cohesion. As an impartial policy advisor and integrator, UNDP works within the UN system and with all stakeholders in government, civil society, and private sector to advance inclusive, fundamentally sound development solutions and reforms in complex settings. Our United Nations identity ensures neutrality and respect for people's choices. Transparency and accountability in operations makes us a trusted partner for national and international development stakeholders.

UNDP encourages and enables collective intelligence, collaboration, integration, critical thinking, and thought leadership. We mainstream innovation, digitalization opportunities, gender equity and diversity/inclusion principles in all aspects of our work. Our staff consistently strive for excellence, effectiveness, efficiency and inclusion across all areas of work.