

Security Guard

14. Major Duties and Responsibilities

% of time

- A. Access Control (70 Percent):** Maintains controlled access at any facility to which assigned. Inspects articles delivered or carried into facilities, ensuring that no dangerous or hazardous items are allowed to enter. Inspects vehicles for hazardous or dangerous items. Assists local police when controlling entry into facilities. Reports any and all security hazards, violations, or other issues that may impact on the security of personnel and/or property.
- B. Perimeter Security (20 Percent):** Conducts exterior and interior foot patrols of designated areas/locations.
- C. Miscellaneous Duties/Responsibilities (10 Percent):** Maintains assigned equipment and logbooks in accordance with guard orders and supervisor's instructions.

15. Qualifications Required for Effective Performance

- A. Education: Completion of primary school is required. Secondary school completion is desirable.
- B. Prior Work Experience: At least 2 years general work experience, or 1 year of police/military service is required.
- C. Post Entry Training: On-the-job training in guard orders, post orders, emergency response plans, and other duties.
- D. Language Proficiency (list both English and host country languages proficiency requirements by level (II, III, IV) and specialization (speak/read): Level 3 (good working knowledge) of English is required. Level IV Fluency in spoken Hebrew or Arabic is desirable.
- E. Job Knowledges: Must be familiar with general and post specific guard orders, as well as local laws pertaining to traffic, crowd, and riot control.
- F. Skills and Abilities: Must be able to write clear and concise incident reports.

16. Position Elements

- A. Supervision Received: Regional Security Officer and Local Guard Force (LGF) Supervisor.
- B. Supervision Exercised: N/A
- C. Available Guidelines: Mission guard orders and procedures. Local laws and policies.
- D. Exercise of Judgment: Must use tact and judgment in dealing with visitors as well as employees. Must be able to decide when backup is required in a given situation.
- E. Authority to Make Commitments: N/A

- F. Nature, Level and Purpose of Contacts: Must be able to liaise with local police forces assigned to the post. Must be able to advise and direct local police forces when necessary.
- G. Time Expected to Reach Full Performance Level: Not later than six months after entry on duty.