

## **TERMS OF REFERENCE**

### **PMO/MPW**

Post Title:	Security Officer/ Camera Operator
Type of Appointment:	National Contracted Staff
Duration:	One year (3 month probation)
No. of Post	1
Duty Station	MPW/PMO – Kabul
Salary	As per NTA salary scale (Grade D)
Work hours	Full time
Vacancy No	MPW/PMO/HR-035
Date of announcement	26 March 2021
Closing Date	8 April 2021
Gender	Male/Female

### **1.0 Background**

Program Management Office of the Ministry of Public Works have an ongoing portfolio in transport sector from the various Grants provided by Asian Development Bank (ADB). Currently PMO is implementing Various National Highways projects and System Development project and is designated to handle the implementation related tasks that includes

(a) procurement civil works and consultants' services, (b) monitor the progress of day-to-day project implementation, (c) accord various approvals including approval for variations, extension of time, (including obtaining approvals of the donors) etc. (d) prepare progress reports (e) prepare withdrawal applications for disbursement, (f) maintain project accounts and complete loan financial records for auditing and (g) ensure compliance with various Loan and Grant covenants, etc.

### **2.0 Job Description**

Security Officers ensure the safety and security of designated properties, assets, personnel, and visitors. They investigate and report irregularities and guard against unlawful behavior.

#### **Security Responsibility:**

- Installing security systems and controls.
- Inspecting and patrolling premises regularly.
- Monitoring surveillance cameras and reporting suspicious behavior.
- Communicating with law enforcement, fire departments, and emergency medical personnel.
- Monitoring public access and ensuring the security of all personnel and visitors.
- Responding to alarms and analyzing security footage.
- Investigating suspicious behavior, incidents, and security breaches.

- Maintaining an activity log and preparing surveillance reports.
- Adhering to company policies and legal regulations.
- Assume overall responsibility for the safety and security of designated areas
- Patrol designated areas in accordance with outlined security procedures
- Identify potential security risks and respond accordingly
- Complete incident reports and required documentation for all security incidents
- Ensure all employees and visitors have proper credentials for accessing buildings (ID badges and passes)
- Respond to emergencies and incidents within designated areas promptly and according to policy
- Assist employees and visitors with any concerns they might have
- Escalate emergency situations to law enforcement as needed
- Monitor alarms and security camera
- Control room supervisor
- Security system operator (CCTV)
- Communication Operator
- Install of CCTV system if required
- Constantly focus and monitor the site activities vis CCTV or other surveillance system
- Respond the intrusion alarm by instructing the team
- Control remotely such as gate, doors, or other access points
- Attention to the details of every activity
- The daily system checking
- Live video monitoring
- Video patrolling
- Live incident tracking
- Retrieving the recorded images

Report to Perform other tasks as assigned by Senior Operation Officer.

### **3.0 Job Requirements:**

- The ideal candidate should possess preferably a university degree in Military or related field, having at least 4 years' experience, preferably in a similar position (preferably with international organizations). Should have previous experience with project documents management and as per project officer.

#### **Key Competencies:**

- An excellent grasp of Microsoft Office programs.
- Top-class typing and report writing skills.
- Detail-focused document organizing abilities.
- Time-oriented approach to handling queries and tasks
- Proficient in written and spoken English, Dari and Pashto.
- Ability to multi-task and work under pressure

### **4.1 Submission Guideline:**

Interested candidates are requested to forward their applications and detailed CV in PDF format clearly indicating the position (Security Officer/ Camera Operator – MPW/PMO/HR-035) applied for in the subject of your email to PMO Office of Ministry of Public Works through email at

[pmo.recruitment@gmail.com](mailto:pmo.recruitment@gmail.com) with a copy to [adbafrm@adb.org](mailto:adbafrm@adb.org), without mentioning the position title/vacancy number your application may not be considered. Application received after 8 April 2021, will not be shortlisted for written test/Interview.

Note: Only Shortlisted candidates will be contacted.

Female Candidates are highly encouraged to apply.

Submission Email:

[pmo.recruitment@gmail.com](mailto:pmo.recruitment@gmail.com)