

Security Guard	
1. Job Environment	
Position Information:	Reporting Lines:
Department/Division: Program Implementation Location: Punjab, Sindh, Balochistan, KP and Federal, GB & AJK Region Placement: Global Comprehensive Abortion Care Initiative (Phase -IV) Duration: 1 st February, 2016 to till project life	Report To: Doctor
2. Job Objective	
The overall purpose of the position is the safeguard of building and equipments.	
3. Functions of the Position	
<ol style="list-style-type: none"> 1. Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises. 2. Maintain a security watch throughout the assigned shift 3. Conduct regular rounds, in keeping with security directives. 4. Note the report problems, including suspicious. 5. Maintain security log in keeping with guidelines, policies of the organization 6. Respond to emergencies and other problems in keeping with guidelines, policies and procedures. 7. Answer telephone call and provide caller with information or assistance as appropriate in keeping with guidelines. 8. Patrol and provide security for campus buildings and grounds and guard against crime, including theft and vandalism. 9. Answer alarms and investigate disturbances. 10. Inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering. 11. Check doors and windows for security; lock doors and turn out lights. 12. Immediately report fires and accidents to the proper authorities. 13. Report unusual or suspicious occurrences. 14. Prepare incident reports, log calls received and complete other record keeping as 	

required.

15. Respond to dispatcher and other requests for service.

16. Perform duties as directed by supervisor.

4. Interaction	
Within the organization	Outside the organization
Regional Staff Field Staff	Visitors Surrounding Community

5. Competencies		
<u>Interpersonal Skill</u>	<u>Management Skills</u>	<u>Technical Skills</u>
Active Listening Clear Speaking Reading Skills	Activeness Supervision	Know safety measures Numeracy skills

6.Desired Profile of Incumbent Person Specification	
1.Education/Qualification:	2.Work Experience & Traits:
Matric	1 to 2 years' experience