



Royal University of Bhutan

འབྲུག་རྒྱལ་འཛིན་གཙུག་ལག་སློབ་མཉམས་
དགོ་འདུ་ཚོང་རིག་མཐོ་རིམ་སློབ་ག
Royal University of Bhutan
Gedu College of Business Studies
Gedu, Chhukha Dzongkhag



**ROYAL UNIVERSITY OF BHUTAN
GEDU COLLEGE OF BUSINESS STUDIES
POSITION PROFILE**

1. JOB IDENTIFICATION

- 1.1 Position Title** : Security Guard
1.2 Position Level : GSS
1.3 Occupational Group : Administrative & Support Services
1.4 Mode of Employment : Contract for 2 years (renewable based on performance)
1.5 College/OVC : Gedu College of Business Studies

2. MAIN PURPOSE OF THE POSITION:

- 2.1 Carry out routine security duties

3. GENERAL ROLES AND RESPONSIBILITIES

- 3.1 To be clearly visible & vigilant during duty hours.
3.2 To respond quickly and correctly during crisis.
3.3 Observing and reporting to supervisors
3.4 Checking & monitoring of activities in the campus.
3.5 Maintain order among people and traffic within the campus.
3.6 Receiving guest at the college entrance and directing properly.
3.7 Patrolling & monitoring the campus.
3.8 Provide safety warnings and tips wherever necessary.
3.9 Perform other special duties during college functions.
3.10 Maintain log book of parcels received and issued.
3.11 Liase with various people in relation to official work.
3.12 Call staff to deliver messages or information
3.13 Carry out any other duties that may be assigned from time to time.

Telephone: President: +975-05-282297, PA to President: 05-282286, Deputy President: 05-282425, Director of College Operations: 05-282292, ADM/HR Section: 05-282511, Finance Section: 05-282291, Library: 05-282212, Exam & Student Record Section: 05-282270, ICT Section: 05-282361, Guest House: 05-282220 Security Gate: 05-282288



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4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Keep a watchful eye on any suspicious activity.
- 4.2 Conduct regular patrols of an area, to ensure the safety and security of the premises.
- 4.3 Serve as the first point of contact for visitors, providing assistance, directions, and information
- 4.4 Conduct routine inspections of the premises to identify potential safety hazards or security vulnerabilities and take appropriate measures to address them.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1 Education: Class-VI & above

5.2 Experience: Experienced preferred.

5. Knowledge Skills and Abilities:

- 5.3.1 Conversant in the area of responsibilities in terms of changing environment.
- 5.3.2 Good communication skills both in terms of written and spoken.
- 5.3.3 Sound analytical skills with knowledge in management and execution of activities.
- 5.3.4 Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision making.
- 5.3.5 Ability to work in teams and ready to work beyond working hours.
- 5.3.6 Capable of coping with pressures of the job and meeting deadlines.
- 5.3.7 Punctual, honest, sincere and physically fit.