

GERAB NYED-YON Ltd.
ToR for Security Guard

1. Introduction

Gerab Nyed-Yon Ltd. (GNY) is an autonomous entity holding and managing the assets and investments of the Zhung Dratshang. It ensures adequate support to the Zhung Dratshang for the conduct of spiritual responsibilities towards the preservation and promotion of Buddhism, the Kingdom's spiritual heritage.

2. Job Title: Security Guard

3. Division: Corporate Service Division

4. Reporting To: Human Resource and Administration, Corporate Service Division

5. Over all Job Description

Security Guard is responsible for maintaining a safe and secure environment for clients, employees, and visitors. He/she must remain vigilant, report suspicious activities, and collaborate with law enforcement when necessary. Strong communication skills, attention to detail, and the ability to handle stressful situations are essential must adhere to legal and organizational policies to ensure effective security operations.

Key responsibilities

The Security guard shall be specifically responsible for the following:

- Monitor and control access to the building, ensuring that only authorized personnel are permitted to enter the premises.
- Conduct regular patrols of the building and surrounding areas to deter and detect any suspicious activity.
- Respond promptly to emergencies, including fire alarms, medical incidents, or security breaches, and follow established protocols.
- Maintain accurate records of daily activities, incidents, and any unusual occurrences, and report them to the senior analyst, HRA.
- Provide assistance and information to visitors and staff, ensuring a welcoming and safe environment.
- Conduct routine inspections of security equipment and report any malfunctions or maintenance needs.
- Maintain and check the identification of individuals and vehicles entering the premises, maintain a log of entries, and ensure that only authorized personnel and vehicles are allowed access. submit it to HRA Monthly.
- Work closely with all the tenants, customers and officials of Gerab Nyed Yon and Namgyel Khangzang.

- Strong verbal and written communication skills to interact effectively with staff and visitors.
- Ability to perform physical tasks associated with security duties, including standing for long periods and responding quickly to incidents.
- High ethical standards and a commitment to maintaining confidentiality and security protocols.
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6. Education & Experience Criteria

- Minimum Class X completed
- Previous experience in security, law enforcement, or military service can be advantageous.

7. Other requirements

- Filled Job application form;
- Academic Transcripts;
- Letter of job experience;
- Medical Fitness Certificate;
- Security Clearance Certificate;
- Citizenship Identity Card; and
- No Objection Certificate (if required).

8. Employment Type

- Short-term contract (Extendable as an employee of GNY based on individual performance)

9. Salary & Other Benefits

- Nu. 15,000 Monthly.