



Terms of Reference for Security Guard

Overall Responsibilities

The Security Guard shall work under the supervision of the Mines Head/ADM. Officer and shall carry out all functions specified in this ToR.

Specific Responsibilities

He /she shall perform the following specific responsibilities:

- a. Record the name and address of the visitors, contact person, entry and exit timing.
- b. Monitor and authorize entrance and departure of employee, visitors and other persons to guard against theft and maintain security of premises.
- c. Report in case of emergency, such as fire or presence of unauthorized persons.
- d. Inspect and adjust security systems, equipment, machinery, etc to ensure operational use and to detect evidence of tampering.
- e. Monitor and adjust controls that regulate building systems, such as air conditioning.
- f. Protect property and lives by patrolling the area.
- g. Respond to alarms and calls of distress.
- h. Call for aid if necessary.
- i. Report rule infractions and violations.
- j. Inspect windows and doors to ensure locks are in place and working.
- k. Carry out other works as and when instructed.

Management

- a. Monitoring and controlling resources and overseeing the spending of money.
- b. Developing specific goals and plans to prioritize, organize, and accomplish your work.
- c. Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- d. Developing constructive and cooperative working relationships with others, and maintaining them over time.
- e. Encouraging and building mutual trust, respect, and cooperation among team members.
- f. Always cooperate and work as a team with shared goals and objectives.
- g. Support and follow corporate policy and processes at all times.
- h. Represent the company and its shareholders in a favourable manner at all times.



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State Mining Corporation Limited



- i. Act with the highest level of professionalism, integrity, and ethical character at all times.
- j. Timely submission of reports and information.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- a. Do not operate the equipment which is/are not familiar/trained and authorized.
- b. Read the instruction/ask staff who can read and guide whenever you are issued with/use new appliances, disinfectants and other chemicals.
- c. Must wear protective gears at all times.
- d. Immediately report any accidents, risks and hazards to supervisor and take appropriate action
- e. Take actions to avoid potential hazards or obstructions, such as utility lines, other equipment, other workers, or falling objects.
- f. Monitor operations to ensure that health and safety standards are met.

Working Environment

- a. Will have to work beyond normal hours and shall subject to pressure to meet deadline and the targets.
- b. Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- c. Must work in all weather conditions and be prepared for both extreme heat and cold
- d. May at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Confidentiality

- a. All machineries, gadgets, systems, documents and information at the office and sites shall belong to the Company and shall be protected and not disclose to outsiders.
- b. Shall not share any information or documents to outsiders without the permission of the concerned official.
- c. Shall not bring any outsiders/strangers in the office or to the site and give access to company's facilities and properties.

Qualification and experience



Class VIII passed

Knowledge, skills and abilities

He /she should have:

- A reasonable level of physical fitness
- The ability to use your initiative and make quick decisions, for example to deal with unexpected situations or in an emergency
- High integrity/ethics.

Employment Type

Regular

Position, Grade, Salary and Other benefits

- a. Grade - O7
- b. Basic Pay - Nu.11,580.00
- c. Allowances :
 - i. Corporate Allowance : 20% of the Basic Pay.
 - ii. MPI : 20% of Basic Pay (5% to be paid at the end of the year based on the achievement of targets).
 - iii. PBVP : 15% of the basic pay (to be paid at the end of the year based on performance).
 - iv. And any other allowances as per HR manual of the company.

The selected candidate will be stationed at Dzongthung Stone Quarry, Bartsham, Trashigang and Plant 2 at Zungdi, Yallang under Trashi Yangtse.

Documents Required

1. SMCL application form (Download from www.smcl.bt)
2. Other documents required:
 - a. Academic certificates and transcripts
 - b. Valid Security Clearance Certificate.
 - c. Medical Certificate (minimum 6 months validity).
 - d. A Copy of Citizenship Identity Card.

Application Deadline

The application deadline is on or before 10th March 2021 before 5.00pm. It must be submitted to the HRAD, Corporate Office, Samtse in hard copy as per the sequence given under “Documents Required” during office hours.

