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State Mining Corporation Limited



Terms of Reference for Security Guard

Background

State Mining Corporation Limited (SMC) is the newest subsidiary company of the Druk Holding and Investments (DHI). It was incorporated under the Companies Act of Kingdom of Bhutan on 31st December 2014. Its primary mandate is to explore mineral resources and carry out mining activities for both export and serving the local industries. SMCL has its registered office at Samtse town.

Overall Responsibilities

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

Specific Responsibilities

He/she shall perform the following specific responsibilities:

- Monitor and authorize entrance and departure of employee, visitors and other persons to guard against theft and maintain security of premises.
- Monitor and safeguard the explosives stored in magazine and strictly monitor the visitors.
- Opening and closing, unlocking and locking of gates, doors and windows.
- Keep record of visitors and direct them to concerned staff.
- Shall hold all office keys and be the first point of contact in an emergency callout situation.
- Will be called out at odd hours or on weekends to deal with security problems, make emergency repairs or allow access to field staff and employees at site office.
- Check for damage/security every morning on arrival at the premises.
- Check all rooms, workstations, staircases and restrooms for miscreants before switching off the lights and closing/locking them.
- Shall look after the security of the vehicles and belongings of all employees.
- Report in case of emergency, such as fire or presence of unauthorized persons.
- Any other work assigned by the supervisor

Management

- Monitor and report any defects in the buildings, fixtures and gadgets to the concerned supervisor or in-charge.
- The switching off of all lights and appropriate electric plug sockets.
- Read/check electric and water meter for malfunctioning from time to time.
- Any other work requested by, and deemed appropriate by the staff.

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.



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State Mining Corporation Limited



10. Documents Required

1. SMCL application form.
2. Relevant Training Certificates
3. Other documents required:
 - a. Copy of Academic Transcripts and Certificates (If available).
 - b. Valid Security Clearance Certificate approved online.
 - c. Medical Certificate (maximum 6 months validity).
 - d. A Copy of Citizenship Identity Card.
 - e. Work experience certificate from the employer (if employed).
 - f. Separation Order/Last Promotion Order/certified last pay slip (if employed).
4. If currently employed, the applicant shall produce the following documents if he/she gets selected:
 - a. No Objection Certificate from the employer.

Application Deadline

The last date for submission of the application is **6th March, 2020**. It must be submitted to the HRAD in hard copy during office hours.

Declaration of Confirmation:

I, _____, hereby acknowledge the receipt of the Security Guard job description for State Mining Corporation Limited. It is my responsibility to review this job description and ensure that I am familiar with its contents and comply with all requirements, duties, rules and procedures.

...(legal stamp)...

(Name).....

CID. No.

Place:

Date:

Note: The statements provided above are intended to describe the general nature and level of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.