



## JOB DESCRIPTION

<b>Position Title</b>	:	<b>Security Guard</b>
<b>Department</b>	:	<b>Administration</b>
<b>Report to</b>	:	<b>Security Team Leader</b>
<b>Reportee (if any)</b>	:	<b>N/A</b>
<b>Location</b>	:	<b>University of Puthisastra, Phnom Penh</b>

### I. Position Summary:

- To patrol and protect both people and the properties on the university's premise to ensure the are safe or not exposed to any risk of security
- To ensure that the university access is full of operation without having exposure to safety risk in the area he is assigned for.

### II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Patrol and safeguard the university's premises and it members while they are on campuses
- Provide and control access to classrooms, office and other parts of the university premises to students and staff upon assignment from supervisors
- Be of the assistance for any logistic services and other event preparations for event arrangement, meeting, office moving or asset relocation
- Report any possible problems of security risks, or violent accidents, classrooms and office inaccessibility and other relevant issues of the work assigned to ensure the safety for the university and its member
- Screen the access of promise entrance regularly to make sure the university's member are safe and no bad people are on the premises

### III. Minimum Qualifications and Requirements:

#### 1. Experience:

- At least 1 year working experience in the security work
- Strong and healthy appearance
- Committed, acquired principle but flexible with work
- Be proactive and have enough and fast info of security situation around premises

#### 2. Education:

- At least high school certificate
- Record of joining military, police force or security exercise is preferred