



राष्ट्रिय मानव अधिकार आयोग

हरिहरभवन, पुल्चोक, ललितपुर



आवश्यकता

प्रथम पटक प्रकाशित मिति २०७९/१२/६

राष्ट्रिय मानव अधिकार आयोगमा रिक्त रहेको सुरक्षा अधिकृत पद-१ करारमा पूर्ति गर्नु पर्ने भएको हुँदा इच्छुक र योग्य उम्मेदवारहरुबाट यो सूचना प्रथम पटक प्रकाशित भएको मितिले २१ (एक्काइस) दिन भित्र आफूले प्रदान गर्ने सुरक्षा सम्बन्धी सेवाको प्रस्तावित खाका सहित दरखास्त आव्हान गरिन्छ ।

पद:- सुरक्षा अधिकृत (करार)

योग्यता तथा अनुभव: मान्यता प्राप्त शिक्षण संस्थाबाट स्नातक तह वा सो सरह उत्तीर्ण गरेको र नेपाली सेना, नेपाल प्रहरी, सशस्त्र प्रहरी बल नेपालको अधिकृतस्तरको पदमा कम्तिमा ५ वर्षको काम गरेको अनुभव प्राप्त ।

अन्य आवश्यक जानकारी:

- (क) उक्त पदको कार्य विवरण र आवेदन फाराम आयोगको वेबसाइट https://nhrcnepal.org/career_notice/career_announcements बाट डाउनलोड गर्न सकिनेछ । साथै कार्यालयबाट पनि उपलब्ध हुन सक्नेछ ।
- (ख) आवेदन दर्ता गर्दा आवेदन फाराम, आवेदन पत्र, नागरिकता, शैक्षिक तथा अनुभवका प्रमाणपत्रका प्रमाणित प्रतिलिपिहरु संलग्न रहनु पर्नेछ ।
- (ग) आवेदकहरुको छोटो सूची तयार गरिनेछ र सो सूचीमा परेकालाई मात्र छनौट चरणमा संलग्न गराइनेछ ।
- (घ) कम्प्यूटर सम्बन्धी ज्ञानमा **MS Word** र **MS Excel** मा काम गर्न सक्ने हुनु अनिवार्य छ ।
- (ङ) उमेर: पुरुषको हकमा ३५ वर्ष र महिलाको हकमा ४० वर्ष ननाघेको
- (च) करार अवधि ६ महिनाको हुनेछ । कार्य सम्पादन मूल्याङ्कन र आयोगको आवश्यकताको आधारमा करार नवीकरण हुन सक्नेछ ।

सम्पर्क टेलिफोन नम्बर: केन्द्रीय कार्यालय ५०१००१५ Ext. १११



National Human Rights Commission



Job Description

Title of Post: : Security Officer
Duty Station : NHRC Central Office
Line Manager : Report to Administration Division

The National Human Rights Commission (NHRC) was established as an independent and autonomous Constitutional institution. It has the primary responsibility to protect and promote human rights countrywide. Due to the sensitivity of NHRC's mandate and its expanded investigation and monitoring activities throughout the country, particular attention needs to be devoted to security. The Security Officer will assist NHRC in setting up mechanisms for security preparedness and handling of security concerns.

Responsibilities:

Under the supervision of the Secretary the incumbent will carry out the following duties:

1. Collect and analyse security information from various sources and have in-depth knowledge of the security situation and provide advice accordingly.
2. Provide briefings on the security situation, in particularly to new arrivals and visitors.
3. Maintain regular contact with law enforcement security agencies and others as necessary.
4. Coordinate with the pertinent local authorities security arrangements as necessary.
5. Prepare analytical and detailed security reports as required.
6. Prepare and render operational a comprehensive Security Plan for NHRC.
7. Ensure procedures are in place regarding access to NHRC's premises.
8. Assist in ensuring proper security arrangements and/or enhancements take place for NHRC to have relatively secured premises.
9. Assist and provide advice with regard to NHRC's staff and visitors' accommodation arrangements.
10. Designate and permanently review adequateness of evacuation/re-location routes, concentration points and safe-havens.
11. Maintain updated contact lists of NHRC staff and dependents, visitors and/or consultants.
12. Maintain updated information on public and private air, road and sea-transport companies, and state of infrastructure and roads.
13. Maintain updated information on medical facilities available.
14. Ensure the safety of NHRC's vehicles and assess other ways of transportation used by NHRC and advice accordingly.
15. Respond on a 24-hour basis whenever a security-related incident affecting NHRC or a staff member and his /her dependent occurs and provide assistance as appropriate.
16. Assist in carrying out background checks in particular with regard to security guards and as required.
17. Provide continuous training and re-freshening courses on security and related subjects to NHRC staff.

In addition to the above, the incumbent will be required to carry out any other work related duties as required by the Line Manager.

The incumbent should be ready to travel throughout the country and show flexibility to work beyond official working hours/days.

Qualifications Required:

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| Academic Background: | Military, Armed Police Force, Nepal Police or any other security degree. |
| Work Experience: | Have at least five years' experience on security management and/or related disciplines. |
| Language Skills: | Good communication skills in Nepali and English. |
| Other Essential Attributes: | Be physical and psychologically fit for working under stressful conditions. Be an initiator, motivator, and have rapid-decision skills. Have basic computer skills. Be able to drive vehicles and motorbikes. |