

TERMS OF REFERENCES FOR SECURITY/NIGHT GUARD, ARDC BAJO

1. Job identification

1.1	Position Title	Security/Night Guard
1.2	Major Occupational Group	Elementary Service Personnel (ESP)
1.3	Sub Group	NA
1.4	Position level	NA
1.5	Job Code No.	NA
1.6	Job Location	Wangdue Phodrang
1.7	Agency	Ministry of Agriculture & Forest
1.8	Division	Department of Agriculture
1.9	Section/Unit	Administration Sector, ARDC, Bajo
1.10	Official Title of Supervisor	Program Director

2. Duties and responsibilities

Following are the specific job responsibilities in general which mostly involves strong vigilance and partly some physical works on daily basis.

- 2.1 Report directly to the Program Director, ARDC, Bajo and Administrative Officer,
- 2.2 Ensure main gates of the office buildings and research fields are locked properly every evening and opened every morning,
- 2.3 Ensure timely switching on of the compound lightings every evening and switching off every morning,
- 2.4 Ensure all electrical appliances and switch points of all the offices are in off mode after the concerned officers/staffs are left,
- 2.5 Guarding of the farm machineries, equipment, offices, buildings, stores, farm machineries and other government properties/infrastructures,
- 2.6 Guarding of the research trials plots and seed maintenance blocks from pilferage and being damaged by the unauthorized trespassers,
- 2.7 Check on unauthorized entrance of the outsiders into the center premises and into the research fields,
- 2.8 Ensure water supply and electrical lines are not disturbed by the trespassers,
- 2.9 Assist Research Officers/ Research Assistants as and when instructed,
- 2.10 Maintain the office premises flower gardens and compound everyday through weeding and irrigation along with the Sweeper, and

2.11 Attend to any assignments including ad-hoc protocols as and when instructed by the Program Director, Officers and field staff.

Affirmation statement:

I Mr/Ms/Mrs fromDzongkhag,Gewog,village, bearing CID No have gone through the above Terms of References (ToR)/job responsibilities, and respectfully commit to abide by the above norms. In the event of my failure to abide by the above norms, administrative actions be taken as per the existing Bhutan Civil Service Rules.

Name and Signature of the employee

Date: