

Terms of Reference (TOR)

Position Details:

1. Job Title: Security Guard/ Watchman

Contract Type: Full - Full-Time – Residential Site

Institution: Model Institute of Technology (MIT), Kamaladi, Kathmandu

Number of Openings: 2

Job type: Permanent Full Time

2. Preferred Disciplines: Minimum of three years' experience in the security sector, preferably in the role of Security Assistant. Has good knowledge of safety and security procedures. Understands how to handle emergency situations calmly and effectively. Strong communication and observation skills, able to monitor and protect property, people, and assets responsibly. Possesses basic knowledge of fire safety, first aid, and crowd control. Clean criminal background check Willingness to work day, night, and rotational shifts Maintains alertness, honesty, and discipline while on duty.

3. Objective of the position:

The Security Personnel is responsible for ensuring the safety and security of the institution's premises, assets, staff, students, and visitors. The position aims to maintain a secure environment by monitoring access points, enforcing security protocols, preventing unauthorized entry, and responding promptly to any incidents or emergencies.

4. Main Role and Responsibilities:

R-1- Premises Security and Access Control:

- Monitor and control entry and exit points to prevent unauthorized access.
- Maintain visitor logs and issue visitor passes as per institutional procedures.
- Check identification of staff, students, and visitors when necessary.
- Regularly check buildings and surrounding areas to keep them safe and prevent theft or damage.
- Conduct regular patrols to maintain a safe and secure environment.
- Manage entry and exit points and check identification as required.
- Observe CCTV cameras and react promptly to alarms or security issues.
- Ensure compliance with site rules and safety regulations.
- Take appropriate action during emergencies and assist when needed.

- Complete daily reports and document incidents accurately.

R-2- Administrative Support as Need basic:

- Responsible for managing classrooms and seating arrangements to ensure an organized and conducive environment for student learning.
- Ensure classrooms are clean and that water dispensers outside each classroom are regularly checked and maintained to provide sufficient drinking water.
- Assist in maintaining accurate records of official assets track on time and time.
- Assist in the management and maintain of the store and inventory.
- Provide support to housekeeping staff as needed.

R-3- Compliance & Reporting:

- Assist to necessary documentation and support regarding operational activities.

R-4: Upholding Organizations Core values and ensuring its principles:

- Dedicated to upholding the organization's core values through integrity, transparency, and professionalism in all activities and decisions.

5. Additional Job Responsibilities:

The duties and responsibilities as set out above are not exhaustive. The role holder may be required to carry out additional duties within reasonableness of their skills and experience as required.

6. Working Based: The position is primarily office-based 95%. 5% occasionally require travel outside the official tasks.

7. Reporting to: Head of Operation and Outreach.

8. Ownership and Confidentiality:

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9. Equal Opportunity Statement:

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