

**ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION  
POSITION DESCRIPTION**

**1. JOB IDENTIFICATION:**

- 1.1 **Position Title:** Asst. Security Officer I
- 1.2 **Position level:** P5
- 1.3 **Sub group:** Aviation Services.
- 1.4 **Major Group:** Transportation & Civil Aviation Services Group
- 1.5 **Job Code No.:** 19-800-18
- 1.6 **Job Location:** (*Complete as appropriate*) Department of Civil Aviation  
Aviation Security. Paro Airport.

**Ministry:** - Ministry of Information & Communications. **Department:** - Civil Aviation, **Division:-** \_\_\_\_\_, **Section:-** Aviation Security \_\_\_\_\_ **Unit:-** \_\_\_\_\_.

- 1.7 **Title of the first level Supervisor (Official Title of the Supervisor):** Security Officer.

**2. PURPOSE AND RESPONSIBILITIES:** *Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance.*

**Purpose:**

The primary purpose and objective of civil aviation security is to assure the protection and safeguarding of passengers, crew, ground personnel, the general public and facilities of an airport serving civil aviation against acts of unlawful interference perpetuated on the ground or in flight and to maintain the ICAO Aviation Security Standards in Annex 17 and ICAO Security Manual Doc: 8973, (Restricted).

This is carried out through a combination of measures and the marshalling of various human and material resources on an international, national and airport level. The implementation of

security policy is based upon the definition of security programme on each of these levels for both administrative and operators in the area of air transport.

Duties and Responsibilities	% of Time
<p><b>ADMINISTRATION</b></p> <p>The Chief Security Officer is responsible for:</p> <ul style="list-style-type: none"> <li>• Security Section Administration and coordination</li> <li>• Maintain The ICAO Aviation Security Standards (Annex 17 &amp; Doc.8973.</li> <li>• Develop and modify the airport security programme manual.</li> <li>• Planning of Aviation Security Surveillance and Training Programme.</li> <li>• Assignment of tasks to Security Personnel</li> <li>• Annual Budget</li> <li>• Identify requirements of the security section</li> <li>• Plan , Analysis and review and ensure that adequate training of passengers screening personnel and all others having security responsibilities is accomplished.</li> <li>• Ensure timely, accurate and appropriate advise on areas of responsibilities.</li> <li>• Review the level of threats to airport and aviation</li> <li>• Execute and attend to an acts of unlawful interference involving suspected passengers. Items aircraft building and all aviation facilities.</li> <li>•</li> </ul> <p>In the absence of the <b>Chief Security officer, the Security Officer</b> performs and is responsible for:</p> <ul style="list-style-type: none"> <li>• Audit, inspect and test the screening of passengers and baggage for the purpose of achieving thoroughness and effectiveness.</li> <li>• Present day to day matters on aviation security</li> </ul>	

<ul style="list-style-type: none"> <li>• Identify the requirements of the section</li> <li>• Interact and maintain effective liaison with other agencies such as RBA, RBP, RBG, airline, customs, immigration, MFA etc.,</li> <li>• Conduct airport security Survey</li> <li>• Effectively carry out delegations from the director and manage branch activities and resources</li> <li>• Be familiar with applicable legislation and regulations relating to aviation security in the geographic areas served by the operator</li> <li>• Report all actual or suspected acts of unlawful interference with aircraft operations to the appropriate authority.</li> <li>• Foster and promote good working relations.</li> <li>• Review and ensure adequacy of security programme</li> <li>• Define and allocate tasks within government policy guidelines for implementation of the security programmes</li> <li>• Coordinate security measures and procedures with appropriate organizations.</li> <li>• Response to any form of emergency occurring at the airport.</li> </ul>	40%
<p><b>SURVEILLANCE &amp; INSPECTION:</b></p>	
<p>The Security Officer is responsible of the surveillance over the conduct of aviation security functions being carried out by all security personal on duty:</p>	
<ul style="list-style-type: none"> <li>• Carry out inspections of all security procedures, facilities, equipment and activities</li> <li>• Ensure that the operator’s written security programme is current and has been approved by the operator’s chief executive officer and State’s appropriate security authority.</li> <li>• Ensure the continuing effectiveness of the security programme by regular evaluations and inspections, and by encouraging internal security audit process</li> </ul>	30%

- Ensure an effective operator's threat/occurrence response capability; maintain a record of all unauthorised weapons or sabotage devices detected on the operator's aircraft or property used by the operator.

**FIELD:**

The Security Officer is responsible for:

- Ensuring that thorough and efficient screening of all passengers and cabin baggage at the airport,
- Promote security awareness and vigilance
- Initiate special security measures during periods of increased risk and/or for critical flights and routes
- Carry out patrolling rounds to supervise/ensure that security responsibilities are being carried out and that vigilance is being maintained at all times day and night.
- Give specific advice and guidelines on remedial measures.
- Being the National Coordinator for International Civil Aviation Organization Security Audit and focal person.
- Dealing with unruly passengers and taking decision for action.
- Motivating staff.
- Organising Airport Security Committee Meeting.

**3. KNOWLEDGE AND SKILLS REQUIREMENT:** *Minimum requirement for performance of work describe:*

3.1 **Education:** *Level of knowledge, Education and/or skills. If University Degree is required, indicate appropriate field of study and level of degree.*

Bachelors

### **3.2 Training:**

The minimum level of training and experience requirements for Security Officer is as follows:

- Security instructors training.
- Aviation security crisis management training.
- Aviation cargo and mail security training.
- Advance training in Airport Security.
- Airline Security.
- Relevant refreshers courses conducted by ICAO.
- Civil Aviation Management.

### **3.3 Length of practical experience**

Minimum of 4 years experience as Asst. Security Officer II or equivalent experience.

### **3.4 Knowledge of language(s) and other specialized requirements:**

English & Dzongkha spoken as well as written.

## **4. COMPLEXITY OF WORK: *Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work.***

The work involves careful and meticulous planning and implementation of Aviation Security Programmes & Procedures, in light of national and International Civil Aviation Organization regulatory requirements and Standards. This is a highly complex job, which requires an in-depth understanding of regulations and requirements to achieve effective implementation of security procedures at the airport both national and international levels. This job requires immediate decision and response to actual or imminent threat to aviation and will require constant update on national and international political situation to understand the wider picture of security implications within the country and as well as on the international level. International Protocols, Conventions and the International Civil Aviation (ICAO) Security Standards must be maintained as Bhutan is signatory to these Conventions. Must review and up date the security regulation in the airport security programme and conduct security survey to enhance the security.

**5. SCOPE & EFFECT OF WORK:** *Describe the purpose, breath of work performance, and the effect the work has on the work of others or the functions of the organization.*

The primary function of the Security officer is to ensure that the Security Section runs effectively, smoothly and professionally for the security and the safety of the passengers, crew, general public, aircraft and all the facilities at the airport against acts of unlawful interference. Exchange of information and intelligence on aviation security threats with other States and disseminating the information to only need to know person/ organizations.

**6. INSTRUCTION AND GUIDELINES AVILABLE:**

**6.1 Instruction:** *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated.*

The Security Officer is bound by all DCA guideline as well as International Civil Aviation Organisation (ICAO) guidelines; as defined by the various conventions to which Bhutan is a Signatory. A chain of command has been developed within the Security Unit, whereby orders and directions are passed down through supervisors and to the security personnel's.

**6.2 Guidelines:** *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines.*

All Aviation Security Personnel are required to abide by ICAO guidelines as defined in ICAO Doc. 8973/5 and Annex 17. There is also DCA Security Operation Manual, including code of conduct and standard operating procedures. Regular testing of staff is conducted to ensure these regulations are being met.

**7. WORK RELATIONSHIPS:** *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors):*

The Security Officer has to deal and interact with various agencies and people on a regular basis. Liaison with all Government, International and Private agencies, which are represented at the Airport. This liaison is at all level ranging from VVIP and Department heads, through to the

newest employee of various agencies.

The purpose of these contacts is to ensure all security matters are implemented, as well as to educate personnel on the importance of security at the airport.

**8. SUPERVISION OVER OTHERS:** *Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and classification and number of subordinates.*

The Security Officer currently has 47 subordinates and 4 security Dog Handlers ranging from Security Supervisor to security assistants within this group there is a grade/cadre progression of three positions between security assistant to Security Officer.

**9. JOB ENVIROMENT:** *Describe physical exercise required, such as walking standing, lifting objects, etc., and /or any risk or discomforts such as exposure to chemicals, climbing to heights, extreme weather conditions, or other severe discomforts.*

The security operation is conducted on a 24 hours basis thus the Security Officer needs to be on call 24 hrs, day and night. The Security Officer, in addition to any administrative duties, carries out spot check on staff. This is done anytime during the day or night in any weather conditions. Ideally checks are conducted during adverse weather conditions to ensure staff are carrying out duties when they are least likely to.