

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

**1. JOB IDENTIFICATION:**

- 1.1 **Position Title:** Security Asst. I
- 1.2 **Position level:** S4
- 1.3 **Sub Group:** Aviation Service
- 1.4 **Major Group:** Transportation & Civil Aviation Services Group
- 1.5 **Job Code No.:** 19-800-20
- 1.6 **Job Location:** *(Complete as appropriate)* Department of Civil Aviation,  
Aviation Security Paro Airport.

**Ministry:- Ministry of Information & Communications. Department:-  
Department of Civil Aviation, Section:- Aviation Security.**

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

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

Duties and Responsibilities	% of Time
<p><b>Surveillance &amp; Inspection:</b></p> <p>Under Supervision, carries out all security duties:</p> <ul style="list-style-type: none"> <li>• Executing inspections of all security procedures, facilities, equipment and activities</li> <li>• Implementing the written security programmes.</li> <li>• Ensuring the technique of guarding, control of entry, patrolling-foot- vehicle, inspection of security identification card and reporting.</li> <li>• Crowd control and response to occurrences.</li> <li>• Identification of firearms, weapon and dangerous devices/ goods.</li> <li>• Response to offenders.</li> <li>• Supervision of the loading of baggage, cargo, mail, stores and uplift of catering.</li> <li>• Ensure the continuing effectiveness of the security programme by regular inspections, and by encouraging internal consensus security audit process</li> <li>• Ensure an effective operator’s threat/occurrence response capability</li> <li>• Maintain a record of all unauthorized weapons or sabotage devices detected on the operator’s aircraft or property used by the operator.</li> <li>• Present day to day matters on aviation security and advise the Supervisor identify the requirements and needs</li> <li>• Interact with other agencies physically with RBA, RBP, RBG, airline, customs, immigration, MFA etc.,</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>• Ensure timely, accurate and appropriate advice on areas of responsibilities to</li> </ul>	<p>30%</p>

<p>the supervisor</p> <ul style="list-style-type: none"> <li>• Conduct proper vigilance</li> <li>• Review and execute proper monitoring through the CCTV Cameras.</li> <li>• Dealing with unruly and disruptive passengers.</li> <li>• Conducting Aircraft Security search before every departure.</li> <li>• Conduct Passengers profiling</li> </ul> <p><b>Field:</b></p> <p>Aviation Security Personnel, under supervision are responsible:</p> <ul style="list-style-type: none"> <li>• For ensuring thorough and efficient screening of all passengers and cabin baggage at the airport</li> <li>• Promoting and executing security awareness and vigilance</li> <li>• Initiating special security measures during periods of increased risk and/or for critical flights and routes</li> <li>• Carrying out patrols to supervise/ensure that shift security responsibilities are being carried out and that vigilance is being maintained at all times.</li> <li>• Guarding and inspecting in and around the airport on 24 hrs, day and night.</li> </ul>	<p>70%</p>
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3. KNOWLEDE AND SKILLS REQUIREMENTS: *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.*

Class XII

3.2 **Training**

The minimum level of training and experience requirements for aviation security personnel as follows:

- Military training (RBA) weapon handling & discipline and fitness.
- Basic airport personnel training;
- Airport security training; screening and operations of X-ray equipment.
- Airport personnel security awareness training.
- Search of persons, vehicle and buildings.
- Sabotage devices and how to recognize them.

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

Minimum 4 yrs experience as Security Asst. II or equivalent experience

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

English & Dzongkha Spoken and written

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

International Protocols, Conventions and ICAO Standards in Annex 17 and ICAO Security Manual must be maintained as Bhutan is signatory to those conventions. Deals with passenger/public visitor, AVSEC requires a vivid range of skills in dealing with passengers, public, visitor, airport staff in decision-making, identifying dangerous goods and security items and must have the techniques in conducting security checks and control of movement of people and vehicles. Must also liaison with other agencies.

## **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 main purpose of the Security Personnel duties is to ensure that the security and the safety of Passenger, Crew, General Public, Visitor, Aircraft and the property of the airport buildings, equipment etc., against acts of unlawful interference. Security duties are performed with the help of X-Ray, CCTV, Hand Held Metal Detector, Explosive Detectors and Walk Through Metal Detector.

## 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 Personnel is bound by all DCA guidelines 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 AVSEC unit, whereby orders and directions are passed down through supervisors and section leaders and executed by the security personnel.

- 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 AVSEC personnel are required to abide by ICAO guidelines as defined in ICAO Doc. 8973/5. There is also DCA AVSEC 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):*

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Direct physical liaison with DCA, RBG, RBP, RBA, Customs, immigration, Public, visitors, VIP, VIPPs and other agencies. The purpose of their contacts is to ensure all security matters are implemented, as well as educating 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.*

No supervision over others

**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; the Supervisor is on call 24 hrs. Carry out spot check on staff. This should be done anytime during the day or night in any weather conditions. Ideally checks should be conducted during adverse weather conditions to ensure staff are carrying out duties when they are least likely to. Additionally there will always be the threat from hostile group and individuals.