

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

1. JOB IDENTIFICATION:

- 1.1 Position Title: Sr. Security Officer
1.2 Position level: P3
1.3 Sub Group: Aviation Services
1.4 Major Group: Transportation & Aviation Services Group
1.5 Job Code No.: 19-800-08

1.6 Job Location: *(Complete as appropriate)* Department of Civil Aviation,
Aviation Security Paro

Ministry:- Ministry of Information and Communications. Department:- Civil
Aviation, Division:- _____;Section:- Aviation Security; Unit :-

1.7 Title of the first level Supervisor: Director

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, ground personnel, the general public and facilities of an airport serving civil aviation against acts of unlawful interference perpetuated on ground or in flight. 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 programmes on each of these levels for both administrative and operators on the area of air transport. Maintain the ICAO Security Standards in Annex 17 and ICAO Security Manual Doc: 8973

<ul style="list-style-type: none"> • Surveillance and inspection of security personal procedures on duty. • Review of all security procedures, facilities, equipment and activities, • 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, • Ensure the continuing effectiveness of the security Programme by regular evaluations and inspections, and by encouraging internal security audit process • Ensure an effective operator’s threat/occurrence response capability • Maintain a record of all unauthorized weapons or sabotage devices detected on the operator’s aircraft or property used by the operator. • Issue instruction and directives on Airport Security matters as when necessary. 	20%
<p>Field:</p> <ul style="list-style-type: none"> • Ensure 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. 	

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

3.1.1 **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 Sr. Security are as follows:

- Supervisors Training
- Advance training in Airport Security
- Aviation security crisis management training;
- Security Instructors Training;
- Airline security training programme;
- Aviation cargo and mail security training;.
- Relevant refreshers courses

3.3 Length of practical experience

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

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

English & Dzongkha

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/system in the light of national and international regulatory requirements. 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 and international levels. This job requires immediate 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 situation within the country and well as on the international level.

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 Sr. Security Officer is to complement and ensure the security operation runs effectively, smoothly and professionally. The duties performed are varied from general security, dealing with sophisticated X-ray equipment and dealing with VVIP security. The duties of the Sr. Security Officer are very public and at times controversial, the Sr. Security Officer must be a diplomat. Ultimately, should the security unit not function effectively the Airport staff, aircraft and passengers could face grave danger. Bhutan currently has one

operational aircraft, and any serious security related incident could cripple the airline which would effect the entire nation impacting on tourism, imports and export.

6. INSTRUCTION AND GUIDELINES AVILABLE:

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

Sr. Security Officer is bound by all DCA guidelines as well as International Civil Aviation Organisation (ICAO) guidelines; as defined by the various conventions to when 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.

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):*

The Sr. Security Officer has been varied group which are dealt with on a regular basis. Liaison with all Government agencies and non government agencies which are represented at the Airport and conducted on a daily basis. This is at all level ranging from VIP 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 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.*

The Sr. Security Officer currently has 48 subordinates ranging from Security Officer, Supervisor. to security assistants within this group there is a grade/cadres progression of four position.

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 Sr. Security Officer needs to be on call 24 hrs.

The Sr. Security Officer should, in addition to any administrative duties, 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.