



Terms of Reference
Watchman

Reporting to	:	Sr. Admin & Finance Officer
Duty Station	:	Keenjhar CIC
Duration and Type of Contract:		One Year/Short Term
Work Week	:	5 Days
Work Hours	:	8 Hours
Grade	:	A2

The position will be responsible for office watch & ward according to Requirements.

RESPONSIBILITIES:

- Will take care of office and all of its assets.
- Will work for night duty.
- Will do his duty with activeness and vigilance.
- Keep record of staff and visitors coming to office during his duty time.
- Will be responsible for office security.

Selection Criteria:

- a. Should have at least 6 months similar experience.
- b. Matric qualification will be preferred.
- c. Must have ability to read, write and speak urdu and local languages.

HR department : Signature / Date-----

Hiring Manager : Signature / Date-----

Acknowledged by Employee : Signature / Date-----

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