Habib University
Job Description

Position Title	**Senior Control Room Officer (Female)**
Department	**Security, General Administration and External Affairs**
Reporting Relationship	**Head of Security, General Administration and External Affairs**

Scope of the Position
The incumbent would be responsible for monitoring and supervising all activities related to the control room, and ensuring implementation of all the security and administrative operations related policies and SOPs.

Summary of Key Functions
- Supervise the performance of all shifts including their discipline, schedule of duties and administration.   - Identify and troubleshoot equipment related queries to control room including CCTV, monitors, alignment of cameras, identification of gray areas and forward suggestions/recommendations to enhance the capability of control room.   - Arrange fire drill and security exercises, maintain log of events and records documents including lay out of control room with up-dated contact numbers of Governmental administrative, security and medical agencies.   - Supervise and monitor access control system, fire control system and electric panel control.   - Ensure that confidentiality is maintained with regards to the recordings of control room.   - Dissemination of threat information related to city conditions, law and order situations etc. to all concerned individuals.   - Ensuring security of the surroundings of the University Campus.   - Ensure uninterrupted communication and smooth functioning of control room at all times.

Required Qualification, Experience and Skills	
Qualification	Graduate preferably with a degree in Software Engineering.
Experience	Minimum 2 years of relevant experience.
Skill Required	Should have technical knowledge of the equipment / accessories and sufficient experience of security / vigilance duties.