



Job Description

Position Title	Campus Safety Officer (Male)
Department	Security and External Affairs Department
Reporting To	Manager Safety & Control Room
Date	June 2017
Type of Position	Contractual

**POSITION DESCRIPTION**

Campus Safety Officer (CSO) will look after internal safety and security surveillance functions. He will report to Manager Safety & Control Room. The role requires shift rotation duty from Monday to Saturday from 08:00am to 04:00pm or 12:00pm to 08:00pm.

**DUTIES AND RESPONSIBILITIES**

- Monitoring student activities on regular basis.
- Maintaining close coordination with students at campus and assisting on safety and security requirement with swift response.
- Guiding students about safety & security hazards and ensuring compliance of procedures in polite and firm manner.
- Ensuring safety and security of Students, Faculty, Visitors, Guests and Equipment's.
- Responsible for monitoring student's arrival and departures activities at the designated transportation areas.
- Observing student's guest and ensuring compliance against student guest policy.
- Ensuring compliance against after office hour's occupancy and late hour's occupancy policy.
- Documenting policy violations and sharing information with relevant authorities (Supervisor/Manager) for action and ensuring implementation of departmental SOP's.
- Supporting daily safety measures and ensuring safety precautions against construction and maintenance work activities.
- Participating in safety and security trainings, fire and safety demonstrations, firefighting activities etc.
- Taking immediate action on emergencies, natural disasters and safety and security incidents.
- Monitoring visitors and restrict unauthorized people to enter the campus.
- Maintaining heighten safety and security surveillance during special event and activities.
- Providing excellent customer service to students, faculty, staff and guests.
- Checking condition of fire-fighting equipment and reporting to supervisor/manager in case of observations.
- Leading emergency drills.
- Maintaining swift coordination and communication with control room and security department for dissemination and rectification of the incidents.
- Generating daily reports of observations and incidents.
- Reporting control room team on identification of technology faults and issues during visits.
- Perform duties / responsibilities assigned by line manager.

**REQUIRED JOB SPECIFICATIONS**

Required Qualification	Minimum Bachelors
Required Experience	2-3 years of relevant experience.

**REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication skills	High
2.	Flexibility	High
3.	Result oriented	High
4.	Interpersonal skills	High