



Job Description

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

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