



## Job Description

Position Title	Junior Security Officer
Department	Security and External Affairs Department
Reporting To	Deputy Manager, Security and External Affairs
Date	August 2017
Type of Position	Contractual

### **POSITION DESCRIPTION**

The incumbent will be responsible to ensure physical screening/searching of all females visiting Habib University and providing assistance to Security Officer in routine functions.

### **DUTIES AND RESPONSIBILITIES**

- ✓ Ensuring physical search of all female Visitors, Students, Guest, Staff and Contractual Employees.
- ✓ Assisting female security officer, and female security surveillance officers.
- ✓ Participating in trainings and drills of security and safety department.
- ✓ Accompanying students during extremal visits to ensure their security and surveillance as per the requirements.
- ✓ Participating in routine activities, events surveillance and monitoring.
- ✓ Conducting regular visits to security check post, guardrooms and ensuring presence for security and surveillance during conduct of HU Events.
- ✓ Flexibility is required in terms of working hours (morning, evenings and weekends) and willing to perform extra hour's duty as per the requirement.

### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	✓ Minimum FA/ FSC and preferably Graduate.
Required Experience	✓ At least one-year experience in relevant nature of Job. ✓ Knowledge of handling security surveillance equipment operations

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

S#	Competency	Criticality (High / Low / Medium)
1-	Verbal and written English and Urdu skills.	Medium
2-	Being Vigilant	High
3-	Computer skills	Medium