



## Job Description

|                  |   |
|------------------|---|
| Position Title   | Security Officer  |
| Department       | Security & External Affairs                             |
| Reporting To     | HOD Safety, Security & External Affairs                 |
| Type of Position | <b>Full Time / Part Time / Contractual / Internship</b> |

### **POSITION DESCRIPTION**

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

### **DUTIES AND RESPONSIBILITIES**

- ✓ Preparing of ID cards, Access Cards and issue of temp cards.
- ✓ To deal all security matters with female students, visitors, guests, employees and staff.
- ✓ Up keep of all security documents / registers.
- ✓ Deployment of RSG Guards, preparation of location chart and documentation of RSG.
- ✓ Participation in security & safety exercises of HU.
- ✓ Participate and supervise HU events for security / safety issues.
- ✓ Coordinate and execute proper deployment of guards inside / outside HU on daily basis.
- ✓ Maintenance of attendance sheet of RSG, food expenditure record and day to day use of petty cash of the department.
- ✓ Accompany HU outdoor events

### **REQUIRED JOB SPECIFICATIONS**

|                        |  |
|------------------------|--|
| Required Qualification | ✓ Minimum FA/FSC preferably Graduate.              |
| Required Experience    | ✓ 01 or 02 of years' experience in relevant field. |

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

| S# | Competency  | Criticality (High / Low / Medium) |
|----|---|-----------------------------------|
| 1. | Confident, good communication skills, smart working and mature.                                   | High                              |
| 2. | Well behaved, well discipline, hardworking, awareness of safety / security rules and regulations. | Medium                            |
| 3. | Knowledge of handling security surveillance equipment & operations.                               | Medium                            |