



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: CCTV Operator	DEPARTMENT: Security
POSITION REPORTS TO: Senior Manager Security	
POSITION IS REPORTED BY:	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Monitors and manages the movement of students, staff, faculty, and visitors in the corridors, entries, exit, labs etc. regularly through CCTV.2. Produces CCTV clips in case any dispute arises among students or any for any other incidence.3. Supervises via CCTV to ensure the traffic flow runs in smooth way especially in rush hours and reports immediately in case any thing is found unusual.4. Checks that the CCTV cameras installed at designated places are properly functioning. In case of faults or maintenance, follow-up for the necessary maintenance.5. Checks that the guards are performing their duties & submits a daily report to the Security officer for necessary action.6. Checks that the guards are sitting on the campus main gates and on check posts via CCTV.7. Ensures that CCTV recording in database is maintained and recorded properly.8. Performs the role of security supervisor as and when required by the Security Officer. Properly hands/take over charge from the shift supervisor deputed for CCTV.9. Any other task/duties assigned by the management.	
<u>PERSON SPECIFICATION</u>	
<p>(1) Academic Qualification Required Intermediate at least</p> <p>(2) Specific Job-related Skills Required 1. Negotiation skills</p>	



2. Alert at all times
3. Confident report writing
- 4.

(3) Specific Job-related Traits & Behaviors Required

1. Cooperativeness and Coordination
2. Integrity
3. Act fairly and do not discriminate.