



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Security Guard	DEPARTMENT: Security
POSITION REPORTS TO: Senior Manager Security	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Ensures the safety of students, staff and faculty, as well as the property of the Institute.2. Identifies security risks and inform to concerned authorities.3. Ensures buildings, unoccupied rooms, external doors, car parks and security systems are safe and secured.4. Controls traffic flow, ensures cars are parked properly and continuously invigilation of parking area.5. Maintaining register for incoming and outgoing items and visitors.6. Handling complaints of technical and electrical breakdowns.7. Maintaining inventory of generator diesel at all campuses.8. Checking of students/visitors bags, purses and any other items.	
<u>PERSON SPECIFICATION</u>	
(1) Specific Job-related Skills Required	
<ol style="list-style-type: none">1. Problem Solving Skills2. Ability to train the subordinates / junior colleagues	
(2) Specific Job-related Traits & Behaviors Required	
<ol style="list-style-type: none">3. Attendance & Punctuality4. Vigilance and Alertness5. Self-motivation and Commitment6. Discipline	