

## JOB PROFILE

**Job Title:** Security Supervisor  
**Place of Work:** Islamabad  
**Reports to:** Security Manager  
**Line management responsibility:** No  
**Budget Responsibility:** No  
**Child Protection Level:** 1  
**Name & Signatures :**  
**Date :**

**Name of Manager & Signatures:**  
**Date :**

### **Job Summary**

Security supervisor will be supervising the security guards and assisting Security Manager in maintaining check on the performance of duties by the security guards. He will also be generating various reports regarding the safety and security of Organisational assets, personnel and operations as guided and tasked from time to time by the Security Manager.

The Security Supervisor will assist Security Manager in implementation of Organisational Safety and Security Policy.

In all aspects of his/her work; adherence to Save the Children UK's policies and procedures will be ensured.

### **Key accountabilities**

- Conduct regular inspection/ check of the security guards employed by the organisation.
- Generating reports regarding the discipline, performance of duties and lapses/ discrepancies observed in the performance of duties by the security guards.
- Will be required to orientate, train, assign and schedule duties and report breaches of discipline by the security guards.

- Prepare incident reports as per the provided formats and take recommended appropriate follow up actions.
- Monitor the functionality of fire, safety and security alarm systems and supervise rectification and maintenance of the equipment in case of failure/ fault.
- Carry out other duties as assigned by the Security Manager.
- Monitor office building to enforce security/safety standards as per the guidelines, quality standards and operating objectives of the organisation.
- Maintain liaison with stake holders as guided by the Security Manager from time to time.
- Ensure implementation of safety and security instructions by the employees and visitors as directed by Security Manager.
- Respond to all security concerns from Security Guards, employees and Security Manager.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Ensure functionality and effective monitoring of CCTV Cameras, UVSS, DVRs, Walkthrough gates to screen visitors and prevent passage of prohibited items into office area.
- Takes predetermined action and renders first aid in case of emergencies such as accident, fire and security incident.
- Assists in implementation of security policy and procedures.
- Orders, maintains and issues clothing and equipment to security guards.

### **Working Contacts**

1. **Internal:** All SC-UK Staff members on a regular basis
2. **External:** Security Agencies, Law enforcement agencies.

### **Knowledge, Skills & Experience requirements**

1. Minimum Intermediate.
2. Minimum 4 years of experience in relevant field.

3. Must be skilled in the aspect of conducting inspections of safety implementation, deployment, training and management of security guards.
4. Must possess adequate interpersonal, leadership and communication skills.
5. Must be able to communicate effectively in the organization, both verbally and in writing.
6. Must be able to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
7. Must be trained in emergency response and crisis handling.
8. Must be able to travel when directed, for inspections, liaison and meetings.
9. Must be able to compose, edit, and proof read reports and correspondence.
10. Must be proficient in and be able to use Microsoft Office to develop reports and schedules.
11. Must have the ability to drive motorbike and maintain a valid driver license.
12. Technical expertise in handling security equipment, fire alarm and fighting systems will be an added advantage.

### **Child Protection - level 1**

**Level 1 - the responsibilities of the post do not require you to have contact with children or young people**