NUMed Malaysia Job Description

Job Details

Job Title
Security Supervisor
NUMed Malaysia, Malaysia

Academic / Service Unit
NUMed Malaysia, Malaysia (The Company)

Effective Date: To be negotiated

Main Purpose
The post-holder is expected to supervise, monitor and handle day to day operations of security in the University to ensure effective and consistent enforcement in protecting the property/asset against theft/loss/malicious damage and the safety of staffs, students and visitors of NUMed in accordance with the established security policy/standard/procedure.

Appointments will be made from September 2017 but the date of individual appointments is negotiable. This is a full time post. In applying for this position please provide a covering letter explaining your interest in the post and your relevant experience, and a full CV.

Formal applications should be sent by email to: nirmala.arjunan@newcastle.edu.my by the closing date of 31st August 2017. Applications are encouraged as soon as possible.

Main Duties and Responsibilities

1. Assist Security Manager to manage and implement physical, operational, and technological security to provide a safe and secure environment in NUMed Campus.
2. Monitor, supervise and handle day to day operations of the security by conducting daily patrol and periodic surveillance of common areas to check on the presence of outsourced security guards assigned to the specific locations and to spot check at security areas in the campus to prevent illegal intrusion and activities.
3. Assist Security Manager to conduct investigation on theft, break-ins and any incidents at campus, take immediate remedial actions as and when appropriate.
4. Institute, enforce and review standing instructions duties and responsibilities for outsourced security guards.
5. Conduct ground surveys and propose security reviews to Security Manager.
6. Prepare duty roster and verify daily reports on the deployment of outsourced security guard.
7. To provide security services as necessary to support events/activities.
8. To manage & control traffic and parking area in the campus.
9. To assist in conducting periodic fire drills.
10. The post-holder will undertake other duties as assigned by the immediate superior.
Dimensions

The post holder reports to the Security Manager of NUMed, Malaysia and will be required to supervise outsourced Security Guard. They also will be liaised with government bodies such as Police, Bomba, Civil defend and etc.

The post holder must be physically and mentally fit, and willing to work on shifts including weekends and public holidays.

Knowledge, Skills and Experience

Knowledge
The post-holder should be educated at least Diploma level and/or professional qualification in security management or relevant discipline.
The post-holder is expected to have knowledge of local security legislation/regulation and contract services, and knowledge of handling security electronic system such as CCTV, BAS and security & fire alarm systems.

Skill
The post holder must be able to write reports and have good communication skill.

The post holder must be computer literate and familiar with Microsoft Office.

Experience
The post holder must have minimum 3 years working experiences in security services or related field.
Preferably with Military/Army/Police force background and working experience in a university environment/large organization.

Special Features

Planning and Organizing
The post holder will be expected to plan their own workload, and to manage outsourced security guards and the delivery of services on a weekly, quarterly and annual basis. The post-holder must ensure that all the operation runs smoothly according to procedure.

Decision Making
The post-holder can made decision based on policy, procedure and standing instruction that given by Security Manager. Any special occurrence, the decision shall be obtained from Security Manager.

Internal and External Relationships
The post-holder will be required to communicate and establish good working relationship with internal and external parties including all staff in the NUMed campus, senior management, relevant government bodies, local enforcement authorities, visitors and guests.

Others Relevant Information

The post-holder must maintain highest standard of discipline in terms of appearance, courtesy, and abide by rules and regulations