

Security Officer - Security Management

Job Title	Security Officer		
Division	Quality and Risk Management Division		
Department	Security Operations Department		
Section	Security Management		
Location		Direct Reports	
Reports To	Safety and Security Supervisor	Version Number	1
External Relations		Guide Number	6958
Internal Relations		Job Code	

Basic Function

Protecting company property in assigned Hub, Station, warehouses and other SMSA facility.

KEY Responsibilities

General

- Participate in providing security for the assigned location.
- Prevent unauthorized entry in the assigned location.
- Visitors control.
- Attend annual security training and pass the set examination attaining required pass mark.
- Security searches.
- Monitor physical alarm systems and fire protection.
- Security system monitoring not limited to CCTV, Alarm, Access, doors etc.
- Perform other ad hoc activities assigned by direct management.
- Follow company security protocols.
- Ensure effectiveness of safety equipment.
- Lost shipment
- Health & Safety check
- Ensure proper / standard procedure of garbage check
- Risk Assessments
- Inspecting and maintaining safety equipment

Security

- Security Shipment Scans.
- Check vehicles.
- Ensure all shipments travelling by Air are X-rayed.
- Assist in the investigation as required.
- Carryout investigations.

- Reporting a malfunction of security equipment and follow-up maintenance.

Safety Equipment

- Participating in safety inspection of facility looking for hazardous conditions & safety violations.
- Integrity, accuracy, and confidentiality of all information gained.
- Makes recommendation to correct safety hazards once identified

Reports

- Record and Reports acts of vandalism, theft, illegal entry and any other unauthorized or irregular activity to the Safety and Security Executive.

Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical

Behavioral Competencies

Adaptability	Level 2
Communication	Level 2
Decision Making	Level 2
Initiative	Level 2
Planning & Organizing	Level 2
Teamwork	Level 2

Technical Competencies

Local Regulations Compliance Knowledge	Intermediate
Management of Health & Safety Knowledge	Intermediate
Security Monitoring & Inspections Knowledge	Intermediate

Competencies – EHS

- Knowledge of basic environment health and safety requirements
- EHS corporate objectives awareness
- Awareness of EHS requirements in the QEHS management systems
- Have attended EHS awareness training (if applicable)
- Awareness of Environment Health Safety incident reporting

Organizational Competencies

Beginner

**Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)*

Decision Making

Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience

Diploma (Preferred specialization in their field of work) at least Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry.

or

Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position

or

Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position

**Note: Industry Experience wherever its applicable*

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:

Updated by:	Date:	Approved by:	Date:
Employee Name:			

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: