

Security - Human Resources and Administration

Job Title	Security		
Division	Human Resources and Administration Division		
Department	Human Resources and Administration Management Department		
Section	Human Resources and Administration		
Location		Direct Reports	
Reports To	Admin Specialist	Version Number	1
External Relations	Walk in Customers	Guide Number	
Internal Relations	All departments	Job Code	

Basic Function

To protect the premises, assets, and personnel. Maintain a high visibility presence and prevent all illegal or inappropriate actions and detect, deter, observe, and report. maintaining a safe and secure environment-work place.

KEY Responsibilities

Core

- Monitor surveillance cameras and alarm systems to identify and respond to suspicious behavior or incidents promptly.
- Conduct security checks and inspections of premises, equipment, and facilities to ensure compliance with security policies and procedures.
- Enforce access control procedures by verifying the identity of individuals and guiding them towards reception for visitor passes as necessary.
- Respond to emergencies, alarms, and disturbances quickly and appropriately, taking necessary action to resolve situations and maintain order.
- Provide assistance and support to employees, visitors, and contractors, including answering questions and providing directions.
- Collaborate with fire department, and other emergency response agencies as required during incidents or emergencies.
- Participate in training programs and drills to maintain and enhance security knowledge and skills.
- Conduct thorough inspections of individuals, bags, parcels, and vehicles entering the premises.
- Perform LBT scan for operations shipments when requested.
- Perform other duties as assigned by the direct manager or management.

EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.

- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices.

Competencies - Professional and Technical

Behavioral Competencies

Adaptability	Level 1
Analytical Thinking	Level 1
Decision Making	Level 1
Initiative	Level 1

Technical Competencies

Investigation Knowledge	Beginner
Language Proficiency knowledge (Arabic)	Beginner
Language Proficiency knowledge (English)	Intermediate
Security Systems & Equipment Management Knowledge	Beginner

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

High / Middle School Certificate or Technical Courses, must have appropriate certification in their respective field or 1 year experience in their field .

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Employee Name:
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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: