



Security - Human Resources and Administration

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| 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 Competencie

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

Technical Competencie

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

Competencies – EHS

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| 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

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| Beginner |
| <i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i> |

Decision Making

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Key Performance Indicators (KPIs)

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| Abide by the goal setting forms (Individual KPI'S) of the current financial year |
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Qualification : Education and Experience

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

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|-------------------|--------------|
| Signature: | Date: |
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