



भारतीय प्रबंध संस्थान बेंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE

Position: Security Supervisor

Summary:

Primary responsibility of the incumbent will be to ensure smooth day to day operations of Security Services and secure maintenance of IIMB.

He will be required to assess security requirements of the Institute, formulate process for security maintenance and control/monitor access of various men and materials in the campus.

He is expected to provide security across the entire campus with the help of Security Staff handle/report unusual incidents to his Manager and ensure that there is no breach of security in any form on the campus.

Major Duties and Responsibilities:

1. Assesses security needs and controls employee and visitor access to buildings and property ensures only authorized entry of men and materials.
2. Evaluates special security requirements of high risk areas and provides Technical advice.
3. Patrols buildings and grounds at regular intervals responds to and reports unusual incidents or occurrences in order to minimize or deter the development of hazardous or dangerous situations.
4. Conducts video surveillance and record activities at varied locations from a central station through multiple CCTV monitors and various cameras.
5. Assigns tasks and supervises the work of Security Staff.
6. Prepares shift schedules, approves leave and deployment on overtime to provide uninterrupted Security cover / Services on the Campus.
7. Evaluates staff training needs and Provides on the job training to new security personnel.
8. Evaluates and documents security staff's performance and provides feedback.
9. Operates and maintains a two-way communications system with other security personnel over Radio.
10. Receives visitors employees and to provide guidance for their movement..

Educational qualification and Experience:

- Degree in Arts/Science / Commerce.
- 5-10 years experience in providing Security Services in a large organization in the area of maintenance of security in any organization.

- Ex-servicemen of the rank of Subedar/JCO may also be considered
- Should be below 45 years.

Audience/interface:

- **Internal** – Employees, Faculty, Students and other stakeholders of IIMB.
- **External** – Contractors, Vendors, Visitors from various backgrounds, etc.

Knowledge, skills and abilities: Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Handles Pressure, Managing multiple requests. Should possess good physique and enjoy good health.

This position is offered on contract and renewable subsequently. Remuneration will be based on Institute norms and the applicant's qualification and experience. Only shortlisted candidates will be intimated.

APPLICATION PROCEDURE

Please register online and apply through the below mentioned link.

<http://iimberpsrv.iimb.ernet.in/prod/pfonlapp.home>

Closing date for receipt of applications is 17 January 2014.