

Brac University (BracU)
Job Description

Job Title: Security Supervisor

Position Purpose

The position purpose of a Security Supervisor at BRAC University typically encompasses a range of responsibilities related to ensuring the safety and security of the university campus, its occupants, and its assets. Overall, the Security Supervisor plays a critical role in maintaining a secure and welcoming environment for all members of the university community, contributing to the overall success and well-being of BRAC University.

Organizational Relationships

Position Type: Regular/Contractual

Reporting to: Manager, Security

Hours of Work: 40 hours per week. Must return to duty whenever needed.

Functional Relationships:

Internal Contacts: Students, Faculty, Staff, Deans

External Contacts: External stakeholders

1.0 Key Accountabilities

Specific Duties & Responsibilities

- 1.1.1 Prepare daily security duty roster as per the instructions by the Manager, Security and ensure attendance for all the guards as per roster. Instruct guards to maintain proper attire and cleanliness, and relay additional instructions from the authority.
- 1.1.2 Assist guards in their daily activities, actively monitoring and addressing their concerns. Conduct a minimum of two visits to posts and promptly resolve any issues. Submit daily reports to the Manager.
- 1.1.3 Regularly inspect essential institution instruments (CCTV cameras, access control points, fire extinguishers, fire exits) to ensure their functionality when needed.
- 1.1.4 To ensure that all people are entering and leaving according to the security policy and supervise whether all types of goods are entering/ exiting through gate pass.
- 1.1.5 Ensure the found items are properly deposited in the lost and found box.
- 1.1.6 Regularly supervise assigned guards in all areas, prioritizing the safety and security of guests attending university events.
- 1.1.7 Facilitate training sessions for security guards.
- 1.1.8 Promptly notify the fire service or relevant team in the event of any fire or related incidents within the university premises.

1.2 General Duties & Responsibilities

- 1.2.1 **Administrative Duties** relating to all matters that the membership of a University entails, including cross institutional wide activities.

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1.2.2 **General Responsibility** to undertake all other duties as directed by the supervisor.

1.3 Qualifications

- Minimum HSC or equivalent.

1.4 Knowledge, Skills and Aptitudes

- 1.4.1 An experienced security personnel, with high level of supervisory skills. Retired Army/ Navy/Air Force person (Junior Commissioned Officer) is preferred.
- 1.4.2 At least 5 years' experience in the similar role.
- 1.4.3 Age within 40-50 years
- 1.4.4 Able to communicate in English and Bangla.
- 1.4.5 Must be self-motivated, hardworking and flexible regarding work hours.
- 1.4.6 Good organizational, interpersonal and communication skills.

1.5 Other Duties

It is acknowledged and agreed that the changing needs of the University may require a role/job/position to change from time to time but such alteration shall not be deemed to be a variation of the Employment Contract/Terms and Conditions of Employment or a breach of the same provided that the substantial nature of the employment remains consistent with the parties' intentions at the time of the offer of the job and acceptance of the offer.

1.6 Certification

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature

Name:

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Date