

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM®

Job Reference No.: JV854

Company Name: Khadamat Facilities Management L.L.C.



Company Type: Private

Job Position/Title:	Security Supervisor	Academic Major:	Any Business Majors
Salary Range:	28,000 – 35,000 AED	Years of Experience:	2 years' experience
Job Location:	Al Ain	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Male

Job Description:	<u>Key Job Responsibilities</u> Service Delivery - Continually monitor performance and service delivery standards of the security subcontractor and Security Department Staff against agreed Contractual Outputs and Key Performance Indicators. - Manage the Salto Access Control System and act as system administrator for the Software - To manage all Control Room activities, including CCTV monitoring, Access Control operations and Life Safety Systems (Fire Detection and Lift Control Systems) - To produce and implement a threat analysis and emergency response Plan for the security outputs of the Control Room and ensure, through regular inspection and audit, that the Plan is being implemented - Supervise the Security Department tasks requests via FM Easy ensuring nil KPI failure as a result of service response time - Manage the process for production of Access Control/ID cards - Manage the issue of Permits to Work - Develop and Supervise a key management system for the Suited Key System ensuring that strict control is maintained of the security of all keys, in particular Master Keys - Providing routine and ad hoc Security monitoring reports as required - Assist in undertaking all Security related investigations and produce reports on findings - Carry out Security Induction briefings to all nominated staff and subcontractors - Provide site specific training for Security Staff. People Management - To manage the Human Capital element of the Department ensuring that adequate manpower is available at all times and, to ensure that that all Human Resource elements of people management such as Discipline, Training, Performance Review, Objective Setting, Personal Development and Mentoring, Support, Guidance and Counselling, as required, is provided. Finance, Procurement & Asset Management - To set, implement and monitor the annual Departmental plans for finance, procurement and asset management and to produce planned and unplanned Reports on each element as required. Stakeholder Engagement - Respond, in a timely manner, to standard and non-standard enquires from all stakeholders, relating to the Integrated Services Department; face-to-face, by telephone, by e-mail and in writing and to represent the Department in internal and
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external meetings, workshops and presentations as required.

Quality

- Undertake critical analysis of statistics relating to service deliverables and make recommendations for improvements wherever possible
- Maintain documentation and records associated with service performance in accordance with relevant Company Procedures in support of the ISO 9001 accreditation
- Undertake the role of Auditee during Security Department Internal Audits

Compliance

- To maintain a register of all statutory and legal compliance regulations, relevant to Security Operations, and to ensure that compliance with the regulations is maintained at all times.
- To ensure compliance with Khadamat IMS "Integrated Management System" at all times.

Risk Management

- To proactively identify and monitor all risk associated with Contractual and Departmental Outputs of the Security Department, and escalate to the Operations Manager as required.
- To carry out regular Risk Assessment of the Security Subcontractor outputs ensuring compliance with relevant Policies and Procedures as required

Ad Hoc Responsibilities

- To undertake any other duties as may be required from time to time commensurate with the level of the position.

HSE Responsibilities

- To comply with the organization's QHSE policies and procedures at all times and to work safely at all times and report all hazards and incidents to Departmental Supervisors/Managers.
- To actively participate in all QHSE training, programs, audits and inspections when required and, as necessary and to exercise a personal duty of care for their own health, safety and welfare and to that of others.
- To lead by example and ensure to protect the environment by conservation of electricity, water and other natural resources, and minimizing generation of waste.

Information Security Responsibilities

- To protect information assets, including both electronic and paper based, from all threats whether internal, external, accidental or deliberate.

Key Skills:

- Excellent knowledge of Security systems
- Communications skills in English language
- Security supervisory/management training
- Risk analysis
- Good understanding of Health & Safety

Desirable:

- Knowledge and understanding of Security Systems (CCTV and Access Control) and the workings of a Security Control Room (ECC)

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	• Knowledge of PSBD Regulations • Knowledge of spoken Arabic language. • Understanding of Fire Safety & Emergency Procedures • Knowledge/Experience of Quality, Health and Safety systems Training Required: • Site Familiarisation • IT Software training: • Salto Access Control System • CCTV System • FM Easy system • Life Safety Systems (Fire Detection & Lift Controls) • UNIS Biometric System • Radio Protocols • Customer care • Health & Safety & Fire Safety • Khadamat Integrated Management System (IMS)
Minimum Qualifications:	• Of graduate status, or High School Diploma with relevant qualifications and experience in the field, the candidate should have a minimum of 3 years previous supervisory/management experience gained in a security role in the UAE • Good communication skills in both written and spoken English • Good supervisory management and leadership skills with ability to communicate well at all levels and the ability to make decisions and motivate the team. • Possess good customer service skills. • IT literate and ability to use IT related systems such as Access Control and CCTV equipment.
No. of Positions Required:	1
Job Close Date:	07/10/2015

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة
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To Apply, UAEU Graduates/Alumni should send their CVs to:

careers@khadamat.ae

