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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | Unit# 1/ADM/JSP-07 | | | |
| Designation: | Chief Security Officer | | | |
| Location: | Unit # 1 | | | |
| Grade/Level: | 05 | | | |
| Reports to: | General Manager/ Asst Manager Admin | | | |
| Department: | Administration | | | |
| Prepared/ Revised: | 14/05/2020 | | | |
| Backup |  | | | |
| **2. JOB PURPOSE:** | | | | |
| To Maintains safe and secure environment for customers and employees by patrolling and monitoring premises and personnel through security SOPs | | | | |
| **3.JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | | **CRITICAL SUCCESS FACTORS** |
| 1. Direct and coordinate the activities of all security personnel in working and off days | | Duty rosters and protocols | | Smooth security planning |
| 1. Ensure the safety and security of guest, staff, visitors and contractors at all times under given and mentioned protocols | | Inward documents | | Concerns satisfaction level |
| 1. Take random visit of all checkpoints in morning and evening timings | | Activity report | | Regular visit and checking |
| 1. To arrange and provide trainings to all security persons on security matters | | Training records | | Smooth security operation |
| 1. Ensure compliance with all security standards and preventative measures | | Security protocols and SOPs | | Security level and standard |
| 1. Be available 24 hours a day for genuine emergencies within the property | | Incidents records | | Smooth and regular investigation |
| 1. To maintain staff annual leave records | | Leave register | | Regular updating |
| 1. To supervise and ensure weapons checking, cleaning and to maintain ammunition’s inventory | | Concerned documents | | Weapons condition + inventory level |
| 1. To check and verify daily inventory IN,OUT record with ledger (register) to GOPs/IGPs | | Concerned documents | | Regular and daily checking |
| 1. To supervise waste sales | | Sales records | | Waste accuracy |
| 1. To prepare and compile attendance sheet for staff salaries | | Attendance sheets | | On time preparation |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:** N/A  **Required/Preferred Experience Required**: Retired Rank Officer (Pak Army) | | |
| **5. JOB CONTEXT:** | | |
| **Nature of business:** Colors & Chemicals Mfg. (Pvt.) Ltd  **Timings:** Day Shift--From 8:00 am – 5:00 pm  **Travel Requirement:** 05% | | |
| **6. COMMUNICATION & WORKING RELATIONSHIPS** | | |
| **Internal Relations:** With employees of all departments  **External Relations:** Visitors & Costumers | | |
| **7. DECISION MAKING AUTHORITY:** | | |
| * N/A | | |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** | | |
| N/A | | |
| **Company Mission & Vision Statement:** | | |
| * To offer the manufacturing products and solutions based by applying international standards and best practices of innovation, cost effectiveness and customized products with commitment and dedication on quality, safety, productivity, customer satisfaction and environmental responsibility. * To grow globally as the top most leading colors & chemicals associated products manufacturers and scientific solution providers for Pakistan industry keeping innovation as priority & maximum contribution to society. | | |
| **9. APPROVALS:** | | |
| **Head of Department** | **Head**  **HR & OD Department** | **Chief Executive Officer** |
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