

## Job Description Form

### 1. Position Identification

<b>Position Title</b>	Deputy Operation Head
<b>Work Experience</b>	Senior Ex-armed forces officer with minimum of 10 years work experiences 5 years' experience on security related works preferably with instructional background.
<b>Country</b>	Bhutan
<b>Company</b>	Jachung Security Services Pvt.Ltd
<b>Location</b>	Thimphu
<b>Salary</b>	Nu. 40, 000 – 50,000 based on experience and qualification

### 2. Reporting Relationships

**Reporting To**      **Operation Head**

### 3. Role Summary:

1. To ensure that every assignment has developed their own particular post and site instructions. In the event that this has not been done, you will be required to develop the same in consultation with the Client and senior JSS Operation staff.
2. Base on the post and site instructions you will be required to develop Individual Standard Operation Procedures. SOP'S will be developed in accordance with the normal and emergency situation requirements E.g. In the event of a fire ,who will be responsible for what function, Such as (a) calling the fire department, (b) evacuation of clients and property,(c)calling JSS control room for assistance and other such duties and responsibilities in line with the requirements. Further you will be required to ensure that all guards ,head guards and supervisors understand their individual role functions so that the assignment will function as cohesive and well trained team.
3. You will be required to establish and maintain personal relationship with the local police, fire, ambulance and other emergency service providers.
4. You will be required to interact with the clients indentified focal person and to keep both the management teams up to date on any issues and or developments.
5. You will be required to respond to all / any incident reports and then put up to JSS Operation Head and Management.
6. Submission of monthly operation report to the Operation Head

7. Receiving, analyzing and rectifying monthly assignment reports.
8. Carrying out duties of operation head in his absence.
9. Coordinating with HR Dept on Guard performance appraisal and disciplinary issues. Transfer appointments.
10. Help S&M team to sell new contracts and develop the business.
11. You will be based in HQ, Babesa, Thimphu but will be required to visit all locations periodically for refresher briefing and any other matters of concern.
12. You may be asked to conduct site survey and recommend deployment pattern for new clients as and when required.
13. Local site visit on regular basis with client interaction.
14. Any other tasks, as assigned from time to time.

**The details contained in this document are an accurate statement of the key performance Area and Responsibilities of the appointment**

**Signed on behalf of**

**JSS Bhutan Pvt.Ltd**

**Deputy Operation Head**

**Date:**