

Job Description Form

1. Position Identification

Position Title	Chief Security Officer
Work Experience	Ex-Armed Forces or related field experience
Country	Bhutan
Company	Jachung Security Services Pvt. Ltd
Location	Amankora, Thimphu
Salary	Based on Rank / Experience in related field.

2. Reporting Relationships

Reporting To **Operation Head**

3. Role Summary :

- To run Operation efficiently with main focus on proactive approach in the delivery of services to the clients
- Offer help to other department appropriate

Key Responsibilities:

1. Command and control and enforce discipline of the guards.
2. To carry out Security survey of new business
3. Handle incidents and carry out detail investigation
4. Update post and site instruction in consultation with Client
5. Ensure proper deployment
6. Ensure all instructions are in place and guards understood them
7. Ensure surprise visits including night check to all assignments for quality check and audit of Supervisors

8. Submission of monthly operation report including manned hour and incident report
9. To ensure that radio communication sets, arms & ammunition and other equipment provided by the Company and Client are properly taken care and kept in serviceable condition
10. To ensure / assist Finance in collection of bill and also retrieval of old outstanding bills
11. Assist training department in providing training and refresher courses as when required
12. Ensure regular counseling and motivation of guards
13. Meet client contact person on regular basis for management intervention for implementation
14. Ensure timely address of guard grievance and welfare
15. Work co-operatively with other department
16. Carry out additional responsibility as specified from time to time
17. Look after all the Hotel line Security
18. Keeping record of Security Incident reports, investigation reports etc
19. Establishment of communication channel with security personnel and other departments
20. Establishment of a baseline and prioritized perspective on where we stand and where we should be
21. Suggest the ways and means to upgrade the existing security set up to meet the future challenges
22. Ensure all necessary reports be submitted to HR Department (i.e., absconder report, weekly attendance report, manpower status report etc)
23. Motivate frontline employees and try to retain them with our organization
24. All ways maintain Liaison with fire department and RBP (crime) especially during site visit.

25. Should have Procedural Knowledge as listed below:

- Firefighting
- Advance First Aid
- Leadership Ability/ Leadership potential
- Dress and Bearing
- Technical Knowledge

Operations Department
Jachung Security Services Pvt. Ltd
Dated:.....

Chief Security Officer
Jachung Security Services Pvt. Ltd
Dated:.....