

## **Job Description of Manager (Security & Vigilance)**

We are looking for a competent **Security Manager** to organize and oversee all security operations of our Goa Airport construction site. Security personnel will be under the command of Unit Head and he has to assist him while implementing policies and procedures to maintain security standards.

As Security manager, he has to demonstrate excellent surveillance and emergency response skills. He will need a strong commitment to security rules and knowledge of all hazards and threats perceptions to Security & safety. Since there will be about 100 Security staff under his responsibility, he must also exhibit leadership skills.

The goal is to create and preserve an environment where employees, visitors and property are safe and well-protected.

### **Responsibilities**

- Develop and implement security policies, protocols and procedures
- Recruit, train and supervise Security Officer, Supervisors and Guards
- Attend meetings with other managers to determine operational needs
- Plan and coordinate security operations for specific events
- Coordinate staff when responding to emergencies and alarm
- Knowledge to conduct Mock drills/ Evacuation drills
- Review reports on incidents and breaches
- Investigate and resolve issues
- Create reports for management on security status
- Investigate data to form proposals for improvements (e.g. implementation of new technology)
- Documentation related to IMS standards
- Prevention of Theft/ Pilferage, loss of property etc.
- Knowledge and practical experience in Fire Fighting and management of other Disasters
- Experience using relevant technology and equipment (e.g. CCTV, Walkie Talkie)
- Experience in implementing emergency response plans and conducting Mock drills/ Evacuation drills
- Excellent knowledge of security protocols and procedures
- Working knowledge of SAP will be an added advantage & minimum experience MS Office & Excel
- Excellent communication and interpersonal skills
- Outstanding organizational and leadership skills
- Committed and reliable to the assigned tasks
- High School/ Higher Secondary Certificates; Further education in security administration or similar field will be an asset/ desirable for the Retired Military staff
- Incidence Investigation and preparation of report
- Preferably the candidate should be from Aviation sector or Space sector.
- Knowledge of Konkani Language is desirable.

### **Eligibility: -**

- Retired Subedar of Army/ Warrant Officer of Air Force/ Master Chief Petty Officer (2<sup>nd</sup>Class) of Navy & above.
- Retired Sub Inspector from any Central Armed Police Forces / Goa Police

Or Proven experience as Security manager or similar position in a reputed Corporate company.

### **Other requirements:-**

Salary: Not Disclosed/ Depends on the ability

Industry: Goa Airport Construction site, Mopa

Area: Security Services

Role: Security Manager

**Employment Type:** Consultant

