



Ref: IIMB/HR/RECT/2023/62

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About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
Industry/Service	Higher Education
Post/Job Title	Security Supervisor
Job Purpose	The primary purpose of job holder is to assess the security requirements of the Institute, formulate processes for security maintenance and control/monitor access of various people and materials in the campus. The job holder will be required to assign tasks and supervise the work of security agency staff and handle assignments listed under major duties and responsibilities
Job Type	Contractual – Non-Teaching
Reporting to	Manager- PR, Security & Transport
No. of positions	Two
Job Location	IIMB Jigani Campus
Will closely work with	Internal – Academic and non-academic Employees, Students, and other Stakeholders across all departments at IIMB External – Police, Local government bodies/agencies, Security Agencies etc.
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Will be required to provide security across the entire campus with the help of Security Staff handle/report unusual incidents to his Manager and ensure that there is no breach of security in any form on the campus.• Evaluate special security requirements of high-risk areas and provide Technical advice.• Patrol buildings and grounds at regular intervals, respond to and report unusual incidents or occurrences in order to minimize or deter the development of hazardous or dangerous situations.• Conduct video surveillance and record activities at varied locations from a central station through multiple CCTV monitors and various cameras.• Assigns tasks and supervises the work of Security Staff.• Prepare shift schedules, approve leave and deployment on overtime to provide uninterrupted Security cover / Services on the Campus.• Evaluate staff Training needs and provide on the job training to new security personnel.• Evaluate and document security staff's performance and provide feedback.• Operate and maintain a two-way communications system with other security personnel over Radio.• Receive visitor employees and provide guidance for their movement.• Make all necessary arrangements to conduct events on Republic Day/Independence Day and any other events from time to time in the Institute.• Scrutinize bills submitted by Security agency and process for payment.• To ensure statutory compliance with respect to the department, with contractors and those deployed through them.• The work will be on a shift basis.
Key Skill and Ability Requirements	<ul style="list-style-type: none">• Should possess excellent interpersonal skills and have a solution orientation mind-set.• Should be self-motivated and able to work independently, with a strong sense of urgency regarding timely follow-up and customer service orientation with internal clients.• Ability to identify and collaborate with internal stakeholders and should have ability to work effectively with members of the staff and faculty.• Maintaining organized and accurate written and electronic records of all relevant work in the department and the results thereof.• Ability to prioritize work opportunities in the department, and effectively manage the same.• Periodic travel may be required.• The incumbent is expected to be Proficient in MS Office, e-mail, electronic scheduling, and handling databases.• Strong English communication skills - oral and written. Knowledge of Kannada is necessary.• Good communication skills - Ability to effectively communicate across levels of management and executives in a professional as well as appropriate manner.

Qualification and Personal Profile	<ul style="list-style-type: none"> • Bachelor's degree. In the case of Ex-Service personnel equivalent civilian qualification secured in the services would be considered. • The candidate is expected to have a minimum experience of 10years' handling assignments listed under principal accountabilities & responsibilities from a large organization. • Age: Should be below 50 years. • Desirable: Candidates with armed forces background.
Compensation	<p>The indicative annual CTC will be minimum of 7 lakhs. The compensation will be fixed based on candidates experience and qualification and will be as per IIMB Contract Appointment Rules.</p>

Interested candidates may fill the application using the link: [here](#)

The closing date for applications is 10th January 2024. Only shortlisted candidates will be intimated. It is mandatory to fill in all the fields in the application and relevant supporting documents are to be uploaded. Incomplete applications will not be considered.