



	INSTITUTE OF BUSINESS ADMINISTRATION		<i>Page :</i> 1 of 5
	JOB DESCRIPTION		<i>Date Effective</i>
		<i>Approved By</i>	
<i>DIVISION</i> REGISTRAR	<i>SECTION</i> SECURITY	<i>POSITION</i> SECURITY COORDINATOR	
1. DEFINITION AND PURPOSE OF POSITION			
<p>The job of Security Officer exists to promote and ensure safety of the Institutes’ faculty, students, staff, premises and properties. The incumbent assesses and manages risks in an increasingly complex security environment regulated by law enforcement agencies including rangers, local policies, intelligence agencies, and local security services providers. The high profile of IBA, its faculty and students, and guests makes security a critical aspect of all routines and special events at the Institute. In view of continuing interfaces with employees, visitors, and suppliers, the incumbent needs to possess versatile skills in people handling, inter-personal communication, grievance handling, and ability to “keep the ball rolling” without compromising on elements of security policy and practice.</p>			
2. NATURE AND SCOPE			
2.1	Reports to:	Registrar	
2.2	Supervises:	<ul style="list-style-type: none"> • Security Supervisor • Security Guards (44) 	
2.3	Dimensions of the Position:	<ul style="list-style-type: none"> • The incumbent is responsible for security arrangements at the Main and City Campuses, other landed property, and at venues for tests and special events organized by the Institute or Student Bodies 	
2.4	Membership in Committees:	<ul style="list-style-type: none"> • The incumbent may be required to be part of Discipline Committee. 	

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2. NATURE AND SCOPE			
<p>2.5 Key Interactions:</p> <p><i>External:</i></p> <ul style="list-style-type: none"> • Security service providers • Law enforcement agencies • Intelligence agencies • Counterparts in other organizations • Rangers force at University of Karachi • Security personnel of the University of Karachi • Vendors of security equipment <p><i>Internal:</i></p> <ul style="list-style-type: none"> • Registrar • Maintenance Manager • Transport Officer • Protocol Officer • Hostel Supervisor • Incharge Testing Services • Event Managers • Administrative Officer • Library Head • Project Manager <p>2.6 Key Performance Indicators:</p> <ul style="list-style-type: none"> • Incidence of security lapses • Optimization of costs of security arrangements <p>(Specific performance indicators are mutually agreed by incumbent and his supervisor on annual basis)</p>			

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4. FUNCTIONS OF THE POSITION			
<p>4.1 Principal Functions:</p> <ol style="list-style-type: none"> .1 Carryout periodic assessments of security risks impacting the Institutes' faculty, students, employees, premises, and property and propose measures for mitigation of risks identified .2 Groom the supporting security team by orienting them to current technologies in security management .3 Prepare evaluation and emergency handling plans for execution during emergencies and ensure all stakeholders are informed of their roles in advance .4 Carryout rounds during day as well as night to observe any unusual activities and agility of staff assigned at vigilance posts .5 Maintain discipline at the Campuses, Hostels and Staff Town through monitoring of activities of malicious or malafide suspects .6 Screen particulars of individual security guards and weed out ones found unfit for duty on account of age, eligibility, attitude, or skills .7 Obtain familiarity with internal security measures, control systems, and regulatory requirements affecting the Institute's security environment .8 Ensure all security personnel understand their roles, and are able and trained to perform vigilance routines .9 Promote courtesy by all security personnel in performance of their assigned functions .10 Keep abreast of and enquire into instances of reported abnormalities in daily Watch and Ward operations .11 Facilitate visits to the Institute by VIPs and official guests through preprogrammed escorted movements in and out of the Institute's premises 			

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4. FUNCTIONS OF THE POSITION			
<p>4.1 Principal Functions:</p> <p>.12 Obtain advice from Registrar in instances where operational requirements are not in consonance with prescribed security regulations</p> <p>4.2 Routine Functions:</p> <p>.1 Maintain contacts and exchange views with security agencies of the University of Karachi, Rangers, local police and outsourced security service providers to remain updated on joint efforts for local security</p> <p>.2 Oversee the, maintenance of a courteous reception and gate operation function with assigned personnel adequately trained to facilitate visitors</p> <p>.3 Perform background checks on all security personnel at the Institute’s premises to ensure their non-involvement in questionable activities</p> <p>.4 Routinely inspect parameter walls and fencing and requisition maintenance support in case of breaches</p> <p>.5 Regulate movement of IBA’s physical assets and stores through documentary control and physical observation</p> <p>.6 Oversee regular drills of the security team to assess their physique, skills in vigilance and use of arms, and fire-fighting capabilities</p> <p>.7 Make arrangements for security at venues of test sites and special events of the Institute including presence of ambulance, local police, and fire fighting services, as needed</p> <p>.8 Monitor activities of contractors’ staff as a deterrence against theft and on-site unruly behavior</p>			

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4. FUNCTIONS OF THE POSITION			
<p>4.2 Routine Functions:</p> <p>.9 Ensure quality delivery of contracted security services through outsourced service providers</p> <p>.10 Participate in investigations into security lapses and recommend specific actions for preventing recurrence</p> <p>.11 Present to Registrar shift-wise reports on security administration highlighting significant events and steps taken to mitigate risks</p> <p>.12 Assign functions to security guards and approve their rota</p> <p>.13 Conduct regular rounds to ensure security guards are alert and are performing their functions as assigned, and all alarm systems and emergency lighting are functional</p> <p>.14 Take charge of and log unclaimed personal property, and supervise return to bonafide owner(s) on supply of proof of ownership</p> <p>.15 Report to Registrar potentially dangerous circumstances e.g. damaged or collapsing civil structures, electrical faults, unfenced machinery, material exposed to weather conditions, abandoned property, broken seals, unlocked premises etc. identified during security patrols</p> <p>.16 Ensure the display of Admin. Office / HR Functions notices and important telephone numbers as required under applicable labour laws</p> <p>.17 Perform any other work assigned by his immediate supervisor</p>			
ACKNOWLEDGEMENTS			
<i>Incumbent</i>	<i>Immediate Superior</i>	<i>Functional Head</i>	
Name/Initials/Date	Name/Initials/Date	Name/Initials/Date	