

## About our client

As a one-stop concierge hub for businesses, our client aspires to lead through pioneering innovative strategies and harnessing cutting-edge technologies, instilling confidence in individuals and organizations. From facility management to customizing digital assets and spearheading unique talents, our client stands committed to serving their clients' needs amidst the complexities of an ever-changing world.

## Requirement

Our client is hiring Security Guards as a part of their Security Division. Given below are the specifications pertaining to requirements and benefits.

Queries	Response Job Role
Category or Trade	<b>Security Guard</b>
No. of Demand	100
Min. Required Experience (India or Gulf/ International - please clarify)	Minimum Proven 2 years' experience in any security field (Army, Police, Security. Etc). Experience Certificate must be submitted.
Required Min. Qualification	12TH PASS (Minimum)
Communication Skills	<ul style="list-style-type: none"> <li>English is a must (speaking, reading, and writing). Any other language will be an advantage.</li> <li>Good understanding of legal guidelines for security and public safety</li> <li>Knowledge of standard security concepts, practices and procedures</li> </ul>
Age Limit	25 - 40 YRS
Height	5 Feet 7 Inches (Minimum)
Physical Appearance	Smart & No visible Tattoos, Scars etc.
Duty Hours	12 HRS
Working Days	6 Days
Basic Salary (Monthly)	1200 AED
Security Allowance	720 AED (Subject to physical attendance)
Over Time	342 AED (for 52 hours overtime per month. Overtime allowance shall be subject to actual performed overtime hours pursuant to work need by the employer)
Gross Salary	2262 AED (Per Month)
Food Allowance	By Candidate
Accommodation (Y/N)	Yes (Shared)
Transportation (Y/N)	Yes
Medical Insurance	Yes
Contract Period	2 Years
Job Location	Dubai
ECR passport accepted or not	No
PCC or any other document is required for visa processing	PCC Required (From Local Police Station)
Emigrate Registration	Yes
Leave Benefits	As per the UAE Labour Law
Interview Type (Online or Offline)	Offline
How long it will take to get visa after selection	ASAP
Medical for Visa Process (Normal/GAMCA)	Normal Medical
Joining Air ticket will be provided by employer	By Candidate

## JOB DESCRIPTION – SECURITY GUARD

Name:	JIN: HR/JDD/SG-001
Job Title: <b>SECURITY GUARD</b>	Department: Central Operation
Grade: NS2	Line Manager Job Title: Leading Guard
Job Family: Operation Support Services	Line Manager's Manager Job Title: Security Supervisor
Reporting Staff (Y/N): N	No of Positions (Single/Multiple): Multiple

### I. Job Accountabilities

(Highlight the key result areas / functions of the role in order of priority and also indicate the time allocation to each of these functions).

<b>Job Accountabilities</b> (Briefly explain 4 to 5 main accountabilities of your role.)	<b>Time Allocated</b> (% age of)	<b>Performance Measure</b> (List 2 to 3 key objectives of each accountability area.)
<b>1. Surveillance of the field / Patrol</b> Monitoring and reviewing information from events, or the environment (Indoor and Outdoor), to detect or assess problems to ensure day to day smooth running of the monitor process. Assisting individuals needing protection / direction patrol industrial or commercial premises to prevent and detect signs of disturbance and ensure security of doors, windows, and gates. Perform crowd control duties as necessary, frequent standing or walking and exposure to environmental extremes.	25%	<ul style="list-style-type: none"> <li>– Demonstration of patrols based on required frequency</li> <li>– No. of security breach reported</li> <li>– No. of complaints received</li> </ul>
<b>2. Documenting / Recording Information / Inspection / Cause Report</b> Ensure recording of all visitors' entry and exit. Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form, and report to the client's representative and Leading Guard. Record data such as property damage, unusual occurrences, and malfunctioning of machinery or equipment, lost and found items for the use of supervisory staff. Responsible to prepare the incident report, identify the cause of errors or other.	20%	<ul style="list-style-type: none"> <li>– Availability of reports and Accuracy of daily report</li> <li>– Reporting Turn Around Time and maintaining neat and legible reports</li> <li>– Evidence must be available to illustrate that all visitors are correctly signed in and issued with the relevant visitor pass</li> <li>– Recording lost and found items.</li> </ul>
<b>3. Communication and Team Work</b> Explain rules, policies or regulations of the premises to the visitors, encouraging and building mutual trust, respect, and cooperation with the client. Communicating with Supervisors, Peers, or Subordinates, Providing information to supervisors and co-workers in written form, e-mail and telephone (to be documented after the call). Ongoing communication with security control office, all agencies involved in site construction, resident and client's representative.	15%	<ul style="list-style-type: none"> <li>– Client satisfaction</li> <li>– Communication TAT's with control office / LINE</li> </ul>
<b>4. Safety and Alarms</b> Oversee the premises to verify safety or conformance to standards, Answer alarms and investigate disturbances. Watches and reports irregularities, such as fire hazards, leaking water pipes, and security doors left unlocked and checking of fire exit doors. Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons; help the local police in case of emergencies such as thefts or violence.	20%	<ul style="list-style-type: none"> <li>– No. of incident reported / detected for health &amp; safety hazards and risks are detected and must be reported to HSE Representative / Site manager</li> <li>– Maintaining Logbook</li> </ul>
<b>5. Physical Appearance / Punctuality</b> Must be alert and attentive to deliver the task at all the times. Maintain clean attendance record and avoid late arrival at site.	20%	<ul style="list-style-type: none"> <li>– Shave cleanliness</li> <li>– Uniform cleanliness</li> <li>– Attendance record / no. of absents</li> <li>– Daily arrival and departure time to meet the criteria</li> </ul>

### II. Job Requirements

(Indicate the minimum educational / professional qualifications, formal training, practical experience and key job competencies required to satisfactorily perform the functions of the role).

<b>Academic</b>	Secondary School or Equivalent
<b>Professional</b>	Qualified Ex Army, Police, Civil Defence / etc.
<b>Formal Training</b>	Years of industry experience and on-the-job training
<b>Practical Experience / Skills</b>	2 plus years of related industry experience preferably with any Security field. Ability to speak clearly so others can understand. Must have basic security knowledge including but not limited to valid PSBD License effective communication, time management, investigation and interpersonal skills.