

## **Job Profile, Director Administration cum security Consultant**

**Industry:** - Information Technologies, Security Services

**Functional Area:** - Consultation, Administration

**Reporting:** - CEO Technical & Administration

### **Desired Candidate Profile**

- ❖ Graduation from any recognize University and An Officer with 5 years commissioned service in the Army/Navy/Air Force or a Police Officer not below the rank of ASP/DySP with 5 years of service or officer of identical rank in Para military force with 5 years of service. Territory Army, officers should have a minimum of 5 years embodied service.
- ❖ CTC - Rs 7.8-9.5 L per Annum +other benefits as per company rules and policies admissible time to time.

### **Responsibilities**

1. The Director Administration cum security Consultant will function under the general control, direction and supervision of the Top Management of the company.
2. On day to day basis, he / she shall report to the CEO Administration for all operational matters.
3. He /she shall be responsible for planning the strategy for physical security of company and the administrative buildings of Head Office in Bharatpur in accordance with the guidelines issued by company administration time to time.
4. He/ She shall prepare annual manpower plan for the Security Division and administration and get the same approved from authorities.
5. He /she, in consultation with HRD Division and Personnel Administration Division, Formulate the plan for recruitment of security officers and armed guards every year.
6. The Director Administration cum security Consultant shall collect, collate and analyse data on internal and external developments on matters affecting the security of the company and place the same to authorities when called for.
7. Direct and guide Security Officers posted in the Circles on all security related Operational matters.
8. He / she shall organise annual training programme for security & administrative officers and advice
9. The shall review and assess the requirement of new security gadgets to be Installed in company and currency chests and advise the Circles on the same once approved by authorities.
10. The Director Administration cum security Consultant shall be responsible for implementing fire safety regulations of the company.
11. He / she shall maintain close liaison with local police and fire services officials.
12. Convene quarterly security committee meeting at HO.
13. Render advice on all physical security related issues to Management as and when called for.
14. Prepare annual budget estimates for Security Division and administration and get the same approved from authorities. Thereafter closely monitor the expenditure so as to remain within the allocated budget.
15. To prepare the Disaster Management Plan for the company & be part of the response team when contingencies occur.
16. To review the reports and returns periodically and delete or design and introduce new report formats and documents necessary for efficient functioning of the security mechanism.
17. Complete Annual Performance Appraisal of officers directly under his control.
18. Any other duties that may be assigned by higher Authorities from time to time.