

Terms of Reference (ToR) for Security In-Charge

1. Position Title: Security In-Charge

2. Reports To Management

3. Location: [Phuentsholing Head Office]

4. Job Overview:

The Security In-Charge will be responsible for ensuring the overall security and safety of RCPL Company's assets, premises, and personnel. This role includes managing physical security protocols, overseeing security personnel, conducting security audits, and implementing risk mitigation strategies to prevent security breaches and emergencies.

5. Key Qualifications & Skills:

- **Educational Qualifications:** Minimum of a Bachelor's degree in Security Management
- **Experience:** Minimum of 5 years of experience in security management
- **Skills:**
 - Strong leadership and people management skills.
 - Excellent verbal and written communication skills.
 - Knowledge of security systems, surveillance equipment, and access control technologies.
 - Strong decision-making, analytical, and problem-solving skills.
 - Ability to work under pressure and handle emergencies.

6. Key Responsibilities: The Security In-Charge will:

A. Security Management:

- **Develop and Implement Security Plans:** Design and implement security policies and strategies to protect company assets, employees, and property.
- **Security Operations:** Oversee daily security operations and ensure compliance with company security policies.
- **Incident Management:** Respond to security-related incidents, ensuring appropriate actions are taken and proper documentation is maintained.
- **Security Audits:** Conduct regular security audits and risk assessments to identify potential threats and weaknesses in the security infrastructure.
- **Monitor Security Systems:** Ensure the maintenance and effective use of security systems, including CCTV, alarms, and access control systems.
- **Emergency Response:** Develop, implement, and conduct emergency evacuation drills and respond to security emergencies promptly.
- **Liaison with Authorities:** Serve as the primary liaison with law enforcement, emergency services, and other relevant authorities in case of security threats or incidents.

- **Supervise Security Staff:** Oversee and manage the security team, ensuring that all security personnel are properly trained, motivated, and performing their duties effectively.
- **Scheduling and Rotas:** Develop and manage security personnel shift schedules, ensuring 24/7 coverage as required.
- **Training:** Conduct or coordinate training programs to enhance the capabilities of the security personnel, ensuring they are familiar with security protocols, emergency procedures, and legal requirements.

B. Risk Mitigation:

- **Access Control:** Implement strict access control measures and ensure the integrity of entry and exit points.
- **Threat Analysis:** Continuously monitor for potential security threats and develop proactive solutions to address them.
- **Preventative Measures:** Identify and address vulnerabilities in the security system, including physical infrastructure and technological aspects.
- **Reporting:** Provide regular reports on security activities, incidents, and security improvement plans to senior management.

C. Collaboration and Coordination:

- **Cross-functional Coordination:** Collaborate with other departments (e.g., HR, IT) to ensure that security policies align with company objectives.
- **Internal Communication:** Ensure all employees are aware of security policies, emergency procedures, and conduct regular security awareness campaigns.

D. Compliance:

- **Adhere to Legal Standards:** Ensure all security practices are in compliance with local laws, industry standards, and company policies.
- **Documentation:** Maintain accurate and up-to-date security records, incident logs, and security system maintenance records.

7. Key Performance Indicators (KPIs):

- Incident response time
- Number of security breaches or violations
- Employee and visitor safety compliance
- Number of completed security audits
- Staff performance and training completion rates
- Security system uptime and reliability

9. Working Conditions:

- **Hours:** This is a full-time position with the expectation to work irregular hours, including nights, weekends, and holidays, as needed to ensure 24/7 security coverage.
- **Physical Demands:** The role may require standing or walking for extended periods, monitoring security systems, and responding to emergencies.

- **Work Environment:** The work environment will include both office settings and field operations, with frequent site visits.