



JERUDONG INTERNATIONAL SCHOOL invites suitably qualified Citizens and Permanent Residents of Brunei Darussalam to apply for the following position:

### **Command Centre Personnel**

The successful applicant will be based in the school's FSCC (Fire Security Command Centre). Duties will include CCTV surveillance and monitoring and responding to fire alarm systems, conducting school emergency evacuations, and managing the day to day security operations including briefing and supporting daily guarding activity. This role reports to the Head of Security.

#### **Requirements:**

- Excellent customer service and security skills
- Knowledge in trouble shooting and experience in monitoring and controlling of security equipment
- Experience or knowledge of systems would be an added advantage
- Must be computer literate
- Good command of spoken and written English and Malay
- Hardworking, able to work independently and a team player with good interpersonal skills
- Own transport
- Selected candidates **MUST** be willing to work rotating shifts

To apply, please complete the Application Form to be found in the Employment Section on the school website ([www.jis.edu.bn](http://www.jis.edu.bn)), where you will also find further details of the posts. Please ensure that your CV includes a recent photo and full contact details (including email address) of two professional referees.

**Closing Date for Applications: Friday, 13<sup>th</sup> December 2019**

#### ***Safeguarding***

*JIS is committed to safeguarding and promoting the welfare of all students in its care. Successful candidate must be willing to undergo comprehensive child protection screening, including an enhanced criminal record disclosure and other standard pre-employment safeguarding checks.*



## **JOB DESCRIPTION**

**Accountable to** : Head of Security

### **General Statement of Responsibilities**

The operational requirements and function of the FSCC (Fire Security Command Centre) are as follows:

- To monitor and operate the overall security systems throughout school and Boarding House
- To command, control, monitor and supervise the static and patrol guards as required
- To contact the police and emergency services as and when required
- To report events/incidents to designated security staff of JIS and relevant authorities
- To command the entire site for any emergency purposes in terms of evacuating or should any crisis management arise
- To monitor all movement on camera surveillance and fire alarm panel
- To monitor daily access of entry/exit
- To give accurate information for any enquiries and channel them accordingly
- To follow up correct procedure on daily activities and arrangement
- To monitor all transaction of entry and intrusion throughout the compound and perimeter
- To report any maintenance and M&E issue if found ( defects )
- Security Procedures including S.O.P.
- Emergency fire response
- To troubleshoot all FSCC security system, PA system and lightning detector system
- To solve security/staff issue following any investigation needed
  
- Required to work on 12-hours rotating shift based on roster (subject to change by the Head of Security and Safety)
- Must be available on standby as required
- Other duties as specified by the Head of Security and Safety & Command Centre Supervisor