

**POSITION:** Security Manager

**REPORTS TO:** Risk Management Advisor

*External: We reserve the right to end the recruitment process once a suitable candidate is found.*

### **PURPOSE**

Under the supervision of the Risk Management Advisor, the Security Manager is responsible for the operational delivery of JIS's safety and security systems on all campuses. This role ensures the protection of people, assets, and facilities through the implementation of physical security measures, access control, incident response, and operational monitoring.

The position manages security staff, contractors, and resources to maintain a safe school environment, ensuring compliance with JIS security procedures and Indonesian legal requirements.

### **QUALIFICATIONS, EXPERIENCES and ATTRIBUTES**

1. Bachelor's Degree in Security Management, Risk Management, or a related discipline
2. Minimum of 5 years' experience in a security operations or management role within a multicultural environment
3. Strong knowledge of threat and hazard identification, access control, surveillance systems, and emergency response procedures
4. Proven experience managing security teams and coordinating with external law enforcement and emergency services
5. Proficiency in Microsoft Office and Google Applications; experience with security monitoring systems and access control platforms
6. Excellent interpersonal and intercultural communication skills
7. Strong leadership, coordination, and conflict resolution skills
8. Calm, reliable, and decisive under pressure, with proven problem-solving ability
9. Willingness to be on-call and respond to incidents outside of regular school hours as needed
10. Demonstrated commitment to safety, child protection, and safeguarding principles

### **DUTIES AND RESPONSIBILITIES**

#### **Campus Security Operations**

- Implement and monitor daily security operations across all JIS campuses.
- Manage campus access control, vehicle entry systems, ID card verification, and visitor management systems.
- Supervise and coordinate contracted security personnel, ensuring professionalism, competence, and compliance with JIS standards.
- Maintain and test security equipment and systems, including CCTV, alarms, and communication devices.

#### **Threat & Incident Monitoring**

- Continuously monitor the local security environment, reporting emerging risks to the Risk Management Advisor.
- Conduct regular security surveys of campuses and assets, identifying vulnerabilities and recommending improvements.
- Respond to security incidents, coordinating immediate containment, notification, and escalation as required.

- Maintain accurate incident logs, reports, and records for assurance and review.
- Ensure timely communication of relevant threats to campus leaders and staff

**Emergency Support**

- Support immediate on-campus emergency response (e.g. medical emergencies, fire, evacuation, lockdown) in coordination with the Risk Management Advisor and School Emergency Response Teams.
- Ensure all security staff are trained and ready to assist in campus-level emergencies.
- Liaise with police, fire, and medical services as directed during on-campus incidents.
- Assist with periodic review and refinement of emergency procedures and protocols

**Training & Supervision**

- Train and supervise security staff and contractors in site security procedures, access control, and emergency support duties.
- Facilitate onboarding and orientation for new guards or security contractors assigned to JIS campuses
- Conduct periodic drills with security personnel to test and ensure response readiness.
- Ensure professional conduct and customer service standards are upheld by all security personnel.

**Resource Management**

- Oversee allocation of security resources (staff, vehicles, equipment) to ensure effective coverage and support of daily operations.
- Manage duty rosters, shift coverage, and overtime requirements for security staff.
- Monitor and report on the performance of contracted security providers.

**Reporting & Compliance**

- Submit regular reports on campus security, incident trends, and contractor performance to the Risk Management Advisor.
- Ensure compliance with Indonesian security regulations and JIS safeguarding requirements.
- Maintain confidentiality and integrity in all security operations.
- Forecast resource needs and communicate with Risk Management Advisor regarding staffing or budget concerns

**Additional Responsibilities**

- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting.
- Perform other related duties as assigned by the Risk Management Advisor.

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**TO APPLY**

Interested candidates should apply directly by email to [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id).

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission).

## Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

### Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence and the candidate's country of origin.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

### Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.