

Control Room Officer

Written by Administrator

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Responsibilities:

- Provide and support a fully functional control room operation in a 24-hour response environment.
- Provide a surveillance service that meets the needs of the campus facilities to be protected from sabotage, theft, vandalism, fire and trespass 24-hours a day via CCTV and electronic access control system.
- Manage all the systems within the control room, ensuring that all requests for assistance are attended to and that all electronic systems are operating to their optimum.
- Ensure that the control rooms remain secure at all times and that no unauthorized person enter the control rooms.
- Operate and respond to all aspects of control room operation including emergency response i.e. fire and emergency alarm system.
- Operate, monitor, evaluate and maintain CCTV systems throughout the campus, ensuring compliance with data protection and authority requirements.
- Manage all access points of the campus and provide timely security information and images of CCTV as and when requested by Superior and Management.
- Manage the dedicated emergency response system and be aware of emergency response procedures.
- Report any security related issues to Superior and propose preventive measures for security enhancement purpose.
- Prepare routine management reporting, log keeping and reports of critical incidents.
- Involved in Building Evacuation Program, Fire Drill, Emergency Crisis and any other crisis in similar nature.
- Undertake any other duties as assigned by Superior.

Requirements:

- Candidate must possess at least a Certificate in relevant field with at least 3 years' experience in similar capacity.
- Ex-police/army/security officers with good track record are encouraged to apply.
- Able to work on shifts/public holidays/weekends/overtime within campuses.
- **MUST BE** able to attend emergency call when needed (off office hours).
- Good command of Malay and English.
- Well-versed with security surveillance and control room systems.
- Trustworthy and able to work under minimum supervision.
- Familiar with relevant statutory requirements and safety procedures.
- Responsible, proactive and hardworking.
- Can be relocate to other location when needed.