

POSITION DESCRIPTION		KSK MAHANADI POWER COMPANY LIMITED	
TITLE	HEAD – SECURITY (DEPUTY GENERAL MANAGER/ ASSISTANT GENERAL MANAGER)	LOCATION	Village – NARIYARA, Dist. Janjgir-Champa, Chhattisgarh
		DEPARTMENT	Security
		SECTION	Security

A. DUTIES & RESPONSIBILITIES

S. No.	Description
1	Implement and improve security policies, protocols and procedures in line with company directives. Ensure effective Security of company assets, officers, workmen within the entire plant premises at all times
2	To effectively manage, monitor, review and deliver all the contracts related to Security department.
3	To ensure Security planning, deployment and monitoring of security staff at different locations of the plant operations.
4	Preparing annual budgets of Security department for approval by management, ensuring, monitoring, controlling and reporting on the budgets.
5	Handling any kind of emergency situations like Fire, accidents, natural calamities etc. and conducting mock drills for the same.
6	Plan, improve (based on past incidents) and execute the strategies to mitigate the damage or theft of Company assets.
7	Ensure to procure and maintain all necessary tools & tackle, equipment, PPE etc. required for operating the Security Department at all times.
8	Ensuring constant vigil within the plant and its vicinity areas to collect / collate intelligence information inputs and analyze and prepare strategies and action plans, to deal with issues of threat to company operations and take appropriate actions as required in discussion with site management.
9	Ensuring to continued training including mock drills in the Security department for in-house and outsourced / contracted work force as per relevant protocols
10	To attend meetings with other departments as and when required and apprise on the activities pertaining to security department.
11	Plan, coordinate and implement various Security Systems, Audit of security processes across all locations of the Company.
12	Ensure preparedness of Emergency Response Teams round the clock for meeting the emergencies at plant.
13	Ensure implementation of SOPs, procedures & compliance of all statutory requirements as applicable for Security Services.
14	Liaison with Local Police, Govt. Authorities and people's representatives related to security aspects of plant.
15	Ensuring protocols / documentation with Govt. agencies in case of thefts in the plant / other emergencies.
16	Material and manpower movement control across the plant with proper procedures and records.
17	Ensuring coordinated work approach with all other departments to instill high sense of discipline / work culture across the plant, at all times.
Functional Competence Requirement	
18	Proven experience as Head-security or similar position for onsite Industrial establishments
19	Excellent knowledge of security protocols, procedures, practices and good knowledge of latest security systems, gadgets, equipment etc. Working knowledge of MS Office. Excellent communication and interpersonal skills. Outstanding organizational and leadership skills. Commitment and reliability and Good Physical Appearance.

B. EDUCATIONAL QUALIFICATIONS

- ◆ Should be a Graduate / Post Graduate of any branch with a professional course in Industrial Security. Candidates with Indian Army / CISF background will be preferred.

C. MINIMUM EXPERIENCE

- ◆ 20 to 25 years of post-qualification experience in any industry handling security function in the role of HOD for last 7-8 years.

D. REMUNERATION

- ◆ As per industry standards

Interested candidates may send in their updated profile on kmpcl.recruitment@ksk.co.in by / before 10th June 2024.