



### **SENIOR SECURITY OFFICER (CONTRACT)**

*Ensures the security and safety of people and property of e-TecK in keeping with the related legislation, corporate and industry standards and practices.*

---

**DUTIES & RESPONSIBILITIES:** The incumbent will be required to:

1. Oversee and monitor the security operations at all e TecK offices and Industrial Parks.
2. Oversee and monitor the electronic security systems and personnel.
3. Manage all security contracts.
4. Conduct security risk assessments and create and implement a security management plan for all e TecK locations.
5. Supervise the internal and contract security staff.
6. Respond to, investigate and report on any incidents of theft or damage.
7. Respond to, investigate, report on, and where possible mitigate any safety and security hazards.
8. Liaise with local police departments and regiment, in order to remain abreast of crime trends and forge good working relationships.
9. Create suitable Security Policies in keeping with e TecK's business operations and all applicable legislation and industry standards.
10. Review Security Operating Procedures to ensure compliance and parity with industry standards.
11. Provide security escort services as directed by HSSE Coordinator to ensure the safety of employees.
12. Respond according to Emergency Response Procedure (ERP), department guidelines, and use of good judgment.
13. Provide orientation and instruction on safety and security to personnel.
14. Conduct searches as necessary.
15. Assist in implementing and maintaining all HSSE programs and initiatives throughout Company assets as directed.
16. Comply fully with the Company's policies and procedures, safety policies and procedures, Core Values and Charter of Business Ethics.
17. Perform any other duties as required by the job function.

**MINIMUM REQUIREMENTS:**

1. Bachelor's Degree in Security Management, Criminology or Police Science.
2. At least 5 years' supervisory experience in the police, military or security field.
3. OSHA General Industry certification or equivalent would be an asset.
4. First Aid and Fire Safety training.
5. Any other suitable combination of qualification/s and experience.
6. Incumbent is required to provide a police certificate of good character.

*Or any other equivalent combination of qualification and experience.*

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Valid driver's license.
2. Skilled in interacting in and resolving confrontational situations.
3. Skilled in observing, investigating, root cause analysis and reporting on security and safety related matters.
4. Knowledge of basic security and fire inspection procedures.
5. Excellent verbal and written communication.
6. Knowledge of the TT OSH Act 2004 as amended 2006.
7. Ability to show initiative and work without Supervision.
8. A reasonable level of physical fitness.
9. Proficiency in MS Office Suite.
10. Strong report writing skills.
11. Strong organizational skills.
12. Ability to analyze and solve problems.

**All interested suitably qualified applicants should submit their resumes by **December 14, 2022.****

**Unsuitable candidates will not be acknowledged.**

**To** [careers@eteck.co.tt](mailto:careers@eteck.co.tt)  
**Subject:** **Vacancy – Senior Security Officer**