

Security Supervisor (Ref: 2401126) Estates Office

The appointee will wear uniform and work on shift duty as the officer-in-charge of the Security Control Centre and handle all security and emergency related matters and prepare reports; supervise the performance of security team; monitor the manpower and performance of service contractors; monitor the operation of security, carparking and transport automation and related systems; enforce campus rules and regulations; monitor and supervise key and asset control; check and issue work permits to the visiting contractors; address to and maintain a high level of health and safety standards; perform special duties during typhoons and black rainstorm warning signals, contingency and other emergency situations or work outside normal office hours; and carry out other duties as assigned by the supervisor(s).

Applicants should have completed Form 5 or above education, with a minimum of 5-year security work experience including at least 2 years of experience as an officer or supervisor in tertiary institutions or large organizations; and possess a valid Security Personnel Permit. Those with a valid Class 1 and 2 driving license are preferred. Applicants should also possess basic PC skills, including Word, Excel, and Outlook; and be able to speak and write English and Chinese, preferably including Putonghua.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **24 October 2024**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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