

TERMS OF REFERENCE

Post: Trainee, Security

Reporting relationship: Director, Estate Management Division

Gross Salary: MVR 8,121.00

KEY RESPONSIBILITIES:

1. Patrol all residential and commercial properties and conduct routine inspections of common areas and critical building systems (e.g., utilities, lighting, elevators, fire & life safety, ventilation, waste chutes) to detect faults, hazards, and security risks.
2. Perform manual surveillance and access control (verify visitors/contractors, manage keys/passes), keeping accurate visitor, patrol, and incident logs.
3. Enforce site rules, HSE procedures, and access protocols for tenants, staff, and visitors.
4. Respond to incidents, alarms, and emergencies; provide first-line assistance (evacuations, basic first aid if trained), and coordinate with authorities and internal teams.
5. Check readiness of safety and emergency provisions (fire extinguishers, exits, lighting) and follow up on rectification until closure.
6. Assist with crowd control and site security during events, inspections, or high-risk works.

REQUIREMENTS

1. Basic Literacy

SKILLS AND COMPETENCIES

1. Surveillance & Monitoring – Ability to monitor premises effectively and identify security or safety risks promptly.
2. Incident Response – Ability to respond quickly and effectively to incidents, alarms, and emergencies.
3. Communication Skills – Ability to communicate clearly and professionally with tenants, visitors, and internal teams.
4. Teamwork & Coordination – Ability to work collaboratively with security teams and other departments.
5. Integrity & Professionalism – Demonstrates discipline, reliability, confidentiality, and ethical conduct at all times.