



<b>Title</b>	Security Supervisor <b>Category</b> (cf Policy 5.101)	Administrative Management and Technical Support
<b>Reports to:</b>	Security Manager <b>Department:</b>	Security
<b>Job Holder</b>	<b>Start date:</b>	As soon as Possible

## IST Foundational Documents

### IST Mission

Challenging, inspiring and supporting all our students to fulfil their potential and improve the world

### IST Vision

IST will be a global leader in the education of internationally-mobile young people.

All students, regardless of their starting point, will think critically, achieve academically and develop the wisdom to make good choices. They will show curiosity and creativity in addressing authentic problems, local and global.

They will pursue their varied passions with enthusiasm, developing resilience, perseverance, and confidence. Understanding the diversity of people and cultures, they will act kindly, fairly, and responsibly.

All members of the IST community will work together to fulfil this vision.

### Statement of Values

All members of the IST community are:

- (a) Responsible - We act responsibly, positively and constructively towards ourselves and other people. We learn from our mistakes and accept the consequences of our actions.
- (b) Inquiring - We show curiosity, perseverance and open-mindedness in seeking to understand and solve problems. We persevere in the face of difficulties and we embrace the learning that comes through failure as well as the joy of success.
- (c) Compassionate - We empathise with others and act with care, kindness and courage. In our interactions, we behave with patience, generosity and integrity.
- (d) Balanced - We believe in a broad education for our students, seeing the value of participation in a varied curriculum.
- (e) Diverse - We treasure the diversity within the IST community, using the rich opportunities for deeper understanding that come from our differences.

### IST Strategic Plan

Our Strategic Plan is in place to help our community align efforts to better reach our school's mission, vision and values. This plan is focused on three aims.

#### 1. Personalized Learning:

- (a) The written, taught and assessed curriculum is designed to meet the needs of all learners
- (b) Creation and implementation of the technology plan in order to ensure that future developments of media and information technology address the long-term needs of the school.
- (c) Professional learning opportunities are designed to have a positive impact on student

learning. (d) Ensure IST is recognized globally as an exemplary IB World School.



# International School of Tanganyika

Challenge | Support | Inspire

(e) Continued development of IST's inclusion programs to support personalized experiences for all learners.

## 2. Engaged Community:

- (a) Build and sustain a diverse, equitable and inclusive environment for all school community members.
- (b) Continued development of partnerships with local and global individuals, organizations and alumni to enhance student learning.
- (c) Develop and review processes and systems to enhance communication within the IST community.

## 3. Ensured Sustainability:

- (a) Continued review and implementation of master site plan - with a focus on inclusion and access as well as facilities to support innovative programs
- (b) Review procedures to retain and recruit employees that are aligned with our strategic plan. (c) Improve IST's ability to work sustainably and align environmental frameworks to improve our educational experiences and operations.
- (d) Enhance processes for creating, auditing and reviewing IST policy and procedure documents.

## Summary of the Role

### Preferred Qualifications and Experience

- (a) Experience: 5+ years' experience in security, preferably in a school setup.
- (b) A Diploma in Criminal Justice, Security Management, Criminology or related fields is required. (c) Prior military/law enforcement experience preferred
- (d)

### Professional Competencies:

- (a) Maintain high ethical standards and ensure appropriate levels of confidentiality. (b) Excellent communication skills in spoken and written form
- (c) Sound decision-making, solutions-focused, knowledge of child protection and health and safety
- (d) Highly effective relationship developer with a variety of stakeholders
- (e) Understanding of security management obligations, including statutory requirements and dynamics
- (f) Ability to contribute towards security management and control
- (g) Valid driver's licence
- (h) Effective and Rapid independent judgement and decision-making during unusual and emergencies
- (i) Ability to interact effectively with all levels of stakeholders across diverse cultures (j) Must be able to work in a 24/7 operation with work schedule flexibility

### Personal Attributes:

- (a) Collaborative team player, empathetic listener
- (b) Strategic and Analytical thinker
- (c) Operate with the highest Integrity and confidentiality due to the exposure of sensitive information.



- (d) Intercultural awareness, creative, persuasive
- (e) Maintaining composure in dealing with authorities, executives, students, parents and the public occasionally under conditions of urgency and in pressure situations
- (f) Adept in multilingual settings, spirited, pioneering and professional

## **Responsibilities**

The primary responsibilities of the Security Supervisor will be:

- (a) Assisting the security manager in coordination of security operations, as well as managing, training, and assessing the performance of the entire security personnel.
- (b) Developing security measures and assuring the overall security of all members of the IST community
- (c) Writing and developing security policies and procedures for the security department, overseeing all necessary training modules and procedures for security staff, and providing protection to important persons when necessary.
- (d) Monitor all unauthorized vandalism and removal of property; review and report accidents within the vicinity; inspect all areas for safety and fire hazards; and file reports on safety precautions.
- (e) Conduct internal investigations when necessary and provide courteous service.
- (f) Manage the schedules of security personnel and track their attendance.
- (g) Manage and coordinate all communications and Control Room requirements.
- (h) Participate in and coordinate the security response to emergency calls.
- (i) Develop reporting procedures for security incidents.
- (j) Ensure all incidents and accident reports are completed.
- (k) Deputize for the Security Manager when required.

**Perform any other duties as designated by the Security Manager.**

## **Particulars of the Search**

Prospective applicants should be based in Tanzania and need to formally apply. They should submit a letter (in English) describing their fit and interest in the position along with an up-to-date curriculum vitae/resume that includes the names, addresses, and contact details of three (3) referees. Applications and enquiries should be directed to [staffrecruitment@istafrica.com](mailto:staffrecruitment@istafrica.com) before the closing of business on **Tuesday 25th June, 2024.**