**Job title: CCTV Operator,**

**Reports to:** General Manager

**Job purpose;**

Responsible for operating and maintaining surveillance equipment, watching both live and recorded video surveillance footage, reporting incidents or suspicious behavior and contacting the authorities when necessary.

**Key duties and Responsibilities.**

* Operating and monitoring all surveillance security systems/cameras within the Control Centre in an efficient manner and in compliance with the operating procedures, legislation and best practice.
* Recording all events, incidents and actions taken in a clear, legible and accurate written format.
* To maintain a secure system for providing data in accordance with the regulations and also to ensure the security of the control room and equipment is maintained at all times and to report equipment failure to the Security supervisor or Management.
* Liaising with the security agencies and members of staff to ensure the appropriate use of the CCTV system and to include all evidential records and witness statements to a standard acceptable to the rules of evidence.
* To be able to monitor and operate the CCTV system, ensuring fully functioning recording.
* Maintain absolute confidentiality regarding company information records of data collected and used in the course of your job functions.
* Provided heightened security surveillance during visits from VIPs and Distinguished Guests; followed and enforced established protocols and procedures.
* Reported/unreported suspicious vehicles, packages, and persons on the interior or exterior perimeter of FOB.
* Monitored security cameras, on multiple screens and monitors, for 12 hour shifts up to 7 days a week and reported illicit activities revealed by cameras / CCTV.
* Monitored vehicle accidents, access and entry control point issues, and audible/visible gunfire/explosions in sector.
* Assessed ongoing, critical situations in view of potential threats and maintained operations within company guidelines and mandated procedures.

Qualification

* Minimum of a Diploma in the disciplines of Information Technology, Computer Science, or a related field.
* A bachelor’s degree in any of the above disciplines is an added advantage.

Work Experience

* Three (3) years of progressive experience in IT/ CCTV camera operation in at least a 3-star hotel or a busy organization.