

Security Supervisor (Ref: 2600855) 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 assist to handle enquiries or complaints; supervise the performance of security team; monitor the manpower and performance of service contractors; monitor the operation of security related systems such as access control, car park management system and CCTV system, etc; ensure the daily security operations comply with the latest security protocols, policies and procedures of the University; conduct regular inspections of security posts, patrol routes, service counters, car parks and campus facilities; monitor and supervise key and asset control; handle various kinds of paper and online application form; provide administrative support in consolidating and updating various reports; perform special duties during typhoons and black rainstorm warning signals, contingency and other emergency situations, work outside normal office hours or work in any premises of the University, as and when required; and carry out other duties as assigned by the supervisor(s).

Applicants should have completed Form 5 or above education or equivalent, 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.

Shortlisted candidates may be invited for a written test.

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 **22 October 2026**. 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/jobsoff/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.

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

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