



**OFFICE OF THE ADMINISTRATION**

**JOB DESCRIPTION & PERSON SPECIFICATION FOR NIGHT CCTV OPERATOR**

**1. JOB INFORMATION**

Post Title: **NIGHT CCTV OPERATOR**  
Mode: **Contractual**  
Ref No: **WUB/HR/NCCTVO/2025(004)**

**2. JOB DESCRIPTION**

**Job Summary:**

The Night CCTV Operator is responsible for monitoring the university's surveillance system during night hours to ensure the safety and security of the campus, students, staff, and property. This role requires vigilance, attention to detail, and quick response in case of suspicious activities or emergencies.

**Key Responsibilities:**

Monitor live CCTV camera feeds across the university premises during night shifts.

Identify and report unusual or suspicious behavior or incidents in real-time to the security team.

Record, store, and review footage as required by administration or law enforcement.

Maintain detailed logs of activities, observations, and any security breaches.

Coordinate with night security personnel and guide them when any activity is detected via camera.

Ensure that all surveillance equipment is functioning properly and report any technical issues.

Safeguard the confidentiality of all video data and access logs.

Respond promptly to emergency situations such as intrusions, fire alarms, or accidents.

Prepare incident reports with supporting footage for review by authorities or management.

Follow university policies and procedures related to surveillance and privacy.

Familiarity with digital security systems and CCTV software.

Good observation skills and ability to concentrate for extended periods.

Basic computer skills and ability to operate surveillance equipment.

Honest, responsible, and committed to confidentiality.

Willingness to work night shifts, weekends, and holidays if required.

Self-motivated, well behaved and humble.

**AND** such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

**Supervision Given**

Other Administrators as appropriate.

**PERSON SPECIFICATION FOR NIGHT CCTV OPERATOR**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education / Qualifications</b>	Qualification Minimum SSC or HSC.	N/A
<b>Work Experience</b>	Previous experience in security, surveillance, or technical training on CCTV operation is preferred.	Up to date knowledge of Higher Education System.
<b>Job Related Skills and Capabilities</b>	Commitment to delivering high quality services. Good organizational and management skills.	N/A
<b>Interpersonal Skills</b>	Effective oral and written communication skills in both individual and group situations. Ability to relate to students with diverse backgrounds, ages and experience.	Mentoring or supporting more junior or less experienced colleagues.
<b>Other Requirements</b>	Willingness to travel abroad to undertake administrative and related activities related to the role.	N/A

**Instructions**

For further information, please send your enquiries to the Mr. Md. Abdul Jalil at [aj.masud@wub.edu.bd](mailto:aj.masud@wub.edu.bd). An online application forms must be filled in <http://jobs.wub.edu.bd>