KTJ PRIMARY SECONDARY
KOLEJ TUANKU JA'AFAR

Security Executive

Job type	Full time, fixed term
Start date	Earliest convenience
Apply by	19 September 2026
Salary	We offer a highly competitive remuneration package which includes: • Private healthcare • Excellent Employee Provident Fund (EPF) savings contributions • School places for staff children

Job Summary

Security Executive safeguards the campus community and assets by establishing proactive risk management and emergency protocols, creating a safe environment to establish uninterrupted learning and student well-being.

Job Description

At KTJ, we believe with a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join us and become part of a community that values creativity, embraces new ideas and encourages progressive thinking.

Kolej Tuanku Ja'afar
Syarikat Pendidikan Staffield Berhad (171840-W)
71700 Mantin, Negeri Sembilan, MY
T +60 6-850 5555
www.ktj.edu.my

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COBIS ACCREDITED MEMBER

Key Duties

1. Campus Security Operations & Management

- Work hand in hand with experienced Security Supervisor to oversee and evaluate daily operations of campus security staff and contracted guard force.
- Oversee visitor management, perimeter security, traffic control, and drop-off/pick-up protocols.
- Develop, maintain and audit security equipment and integrated systems (CCTV, access card, etc).
- Conduct regular campus security risk assessments and continuous threat monitoring.

2. Emergency Preparedness & Crisis Management

- Act as the primary operational contact and incident responder during security emergencies or campus incidents.

3. Liaison & Compliance

- Serve as the main point of contact with local authorities, including the Royal Malaysia Police (PDRM), relevant local councils, and private security agencies.
- Ensure campus security policies strictly comply with Malaysian occupational safety regulations and Ministry of Education guidelines.

4. Reporting

- Develop and submit monthly security reports to the Head of Facilities Management, comprising list of incidences and recommendations for improvement.

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Personal characteristics

- Strong knowledge of CCTV systems, access control software, and modern physical security tech.
- Proven leadership and vendor management skills.
- Calm under pressure with strong conflict resolution and crisis communication abilities.
- Familiarity with Malaysian safety regulations and child protection policies.
- A genuine interest in young people and their wellbeing.
- Affinity with the School's boarding ethos and with the values of Kolej Tuanku Ja'afar.

Qualifications and experience

- Bachelor's Degree or Diploma in Security Management, Criminology, Business Administration, or a related discipline.
- Minimum 3–5 years of working experience in security operations, preferably in an international school, educational institution, high-profile hospitality, or corporate environment.

Recruitment Handbooks

KTJ Recruitment Handbooks for Malaysian Staff KTJ Recruitment Handbooks for International Staff

About the School

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.

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KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached documents or on the vacancies page of our website. On our website, you will also find a copy of the job description for a KTJ teacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.

Make an application

Please submit a cover letter and a completed application form (available here), including contact details of three referees, one of whom should be your current employer, to the Human Resources Department, via: recruitment@ktj.edu.my.

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