

# VACANCY



**Job Title: MANAGER SECURITY**  
Reporting to: SENIOR MANAGER HEAD OFFICE OPERATIONS

## Job Summary

Responsible for the oversight of Physical Security and Safety of OBL Premises, Assets, Employees and Customers.

Major Duties and Responsibilities	Minimum Education Qualification
<ul style="list-style-type: none"><li>Plan and Source suitable security firms to be contracted for supply of armed guards to ensure safety and security of the bank premises and business operations.</li><li>Draw up security work plans, periodically review Security Operating Standards and ensure there are no gaps that could expose the bank to eminent threats of insecurity.</li><li>Coordinate deployment of external security, review records of guards to guarantee they are up to date and accurate and, sensitize guards on how to handle customers in line with the bank's guidelines and strategic objectives.</li><li>Monitor and identify all the security risks that are likely to impact bank's operations and, appropriately advise the bank on mitigation measures as well as follow up and coordinate investigation of all the reported cases in which the bank has interest.</li><li>Manage the Biometric access system to ensure access/restriction to the offices/ certain areas and make adjustments to the existing configured staff from the system.</li><li>Monitor CCTV Cameras and guarantee that they are properly positioned to make proper recordings.</li><li>Monitor the performance of security equipment control &amp; functionality of the security gadgets and promptly report any malfunction and ensure repairs/replacements are done in a timely manner.</li><li>Manage intrusion alarm systems of the entire Bank and confirm that it is up and running at all times, arm and disarm the intrusion alarm as and when required, carry out periodical tests on the system to confirm its functionality.</li><li>Manage placement of fire equipment and ensure that fire extinguishers are serviced are in proper condition.</li><li>Coordinate with the police to conduct the fire drill periodically, monitor fire signals and manage &amp; control the custody of Bank vehicles.</li><li>Carry out general surveillance in and around the bank, during and after working hours in order to curtail any imminent threats of attack against the bank that might be detrimental to the daily operations.</li></ul>	<ul style="list-style-type: none"><li>A Bachelor's Degree in Business / Security Related Field.</li><li>A specialized certification, completed Military, Police Service/Experience is an added advantage.</li><li>Completion/Partial completion of relevant professional qualification in Security Management is an added advantage.</li></ul>
	Work Experience
	<ul style="list-style-type: none"><li>A minimum of 3 years' experience in Security Management in the Banking sector or other corporate organisations.</li><li>Experience in Senior Law Enforcement; military/police/intelligence.</li></ul>
	Key Required Skills
	<ul style="list-style-type: none"><li>Prior experience in investigations.</li><li>Excellent Planning &amp; Organizing capabilities.</li><li>Strong oral and written communication skills.</li><li>Strong Commercial awareness.</li><li>Good Analytical skills and attendance to details.</li><li>Stress tolerance.</li><li>Good peoples skills.</li><li>Innovative, self-driven and Flexible to longer working hours.</li><li>Supervisory and/or decision-making ability is preferred.</li></ul>

All interested candidates who meet the criteria indicated above are requested to send their applications, and updated Curriculum Vitae to the following email: [recruit@orient-bank.com](mailto:recruit@orient-bank.com)

**Deadline is 20th October, 2020 at 5:00pm**

**Note:** Only shortlisted candidates will be contacted