

VACANCY

Security & Investigation Technical Coordinator

Purpose of Job:

To provide the necessary technical expertise to ensure that the most appropriate security technology, including security equipment and systems, is utilized in protecting the Bank's personnel, clients, and assets and to ensure that it meets all applicable codes and standards, and is cost-effective. The Incumbent is also responsible for planning and supervising projects, presenting periodic analysis reports, recommending, developing, and implementing policies and procedures regarding security aspects, and security equipment and pre-audit survey.

Major Accountabilities:

Security upgrades/policies/standards

- Research security systems, electronic and computer-based or otherwise, that can contribute to enhancing the Bank's security.
- Providing the Bank with in-house expertise on the most cost-effective technical solutions.
- Developing and preparing security policies to be implemented throughout the Bank and/or in other areas (e.g. executive homes, cars, MCB's buildings etc.).
- Developing and writing specifications regarding security upgrades and renovations in Bank facilities.
- Ensuring that information is current by keeping in touch with manufacturers, suppliers and others, to provide the Bank with advice and recommendations.
- Coordinating periodic security pre-auditing at all branches and offices, including the residences of executives.

Project Planning and Management

- Liaising with team leaders and vendors to discuss work schedule and time and material costs estimates
- Providing training and supervision to colleagues
- Performing equipment demonstration and drawing up training manuals wherever required
- Interpreting drawings, training manuals, and instructions in order to perform duties
- Planning and supervising scheduled preventive maintenance and, servicing equipment

Desired Skills & Experience:

Formal education/ previous relevant experience

- Degree or completed coursework in engineering or electronics HBO or equivalent
- Relevant certificate or license may be required
- Strong analytics and problem solving skills
- Sound knowledge of security and safety regulations
- Great interpersonal skills

Complexity of Position

The incumbent must have a minimum knowledge of Bank security requirements and procedures plus an understanding of the Bank structure and branch operational systems/ procedures to guarantee that security matters and situations deviating from the normal are dealt with effectively.

- He/she must have or gathered a solid understanding of branch procedures and practices relating to the movement, storage and auditing of valuables and a

Complete understanding of the various methods of criminal attack against Banks so that suitable technical countermeasures to prevent such attacks can be implemented.

- A detailed knowledge of closed circuit television surveillance and alarm technology, storage, and access control with a basic understanding regarding the installation of such systems is required
- Incumbent must possess strong conceptual skills and have the ability to manage a number of concurrent and diverse projects, and he/she must be flexible in arranging priorities.
- Incumbent must continually and independently research and upgrade his/her knowledge of the latest technology in security and criminal methods of attack and keep this knowledge up to date.

Core Competencies (Highly Developed)

Forward Thinking

Efficiency

Results Focus

Accuracy & Thoroughness

Developing and Coaching Talent

Critical Thinking

Communication

Customer Focus

Team Focus

Dimensions:

AUTHORITY/DECISION MAKING/DIRECTION RECEIVED:

Operates under the direct supervision of the Group Operational manager

Internal Contacts: Branch- and department-managers, all security staff; to requests or provide security matters and procedures.

External Contacts: Vendors & Manufacturers of Physical Security Equipment, Access Control & Alarm Systems, Architects and Contractors; for information and services regarding security systems.

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