



Job Title: Senior Professional, Security Services

Job Summary

The Senior Professional, Security Services is responsible for managing security administration across the Authority's facilities. This role involves formulating and implementing security policies, conducting risk assessments, and ensuring the safety of staff and assets. Key qualifications include a Bachelor's Degree in Security Administration and Management with seven (7) years' experience in security with at least three years in a managerial role.

Key Accountabilities:

- Formulate and implement security policies and standard operating procedures.
- Direct and coordinate daily operational and administrative functions for the security Section.
- Conduct security risk assessments and evaluate vulnerabilities of all Authority's locations and assets.
- Advise on preventative security measures and generate recommendations to manage security risks.
- Assist in developing and implementing both electronic and physical security architecture for all locations and assets.
- Preserve the inviolability of Authority's buildings and ensure the safety and security of staff.
- Design and implement strategies to reduce security risks associated with visitors for varying locations.
- Prepare security briefs and reports as required.
- Conduct inquiries and investigations of security breaches and make appropriate recommendations.
- Conduct inspections to ensure compliance with security policies, procedures, and relevant legislation.
- Identify and recommend security training programs for relevant personnel.
- Maintain and manage all arms, ammunition, and equipment assigned to the Security Department and relevant officers.
- Maintain a safe and healthy work environment by enforcing organizational standards and adhering to legal regulations in collaboration with the Health and Safety Section.

Please be advised that submission of resumes close on 25th August 2024.