

## ***Manager Security – Karachi***

Graduate degree from a HEC recognized university. 05-08 years working experience in the Security Department of a reputable Bank

### **Profile:**

Awareness of banking Industry, trends and market practices, PBA rules and guidelines regarding security for banking industry.

### **Main Duties & Responsibilities:**

Manager Security is overall head of security of First Women Bank Limited. He will be located at Head Office. His general duties are:-

- Advice management, regional heads and branch managers on all security related matters.
- Survey and assess the security requirement pertaining to all assets of the bank.
- Coordinate with all departments of the bank for security functions.
- Assess and evaluate the security equipment in use by the bank and make recommendation for induction of latest equipment to further enhance the security.
- Monitor and assess the changing security requirement of head office, regions and branches.
- Issue advisory note and security alerts on regular and need basis to the bank staff.
- Monitor and coordinate the performance of all outsourced security service providers.
- Carryout security visit of all branches at least one in six months.
- Study and issue instruction of implementation of all valid security measures recommended by State Bank. Home Department and other Government agencies.
- Make an assessment of security threats and advise the management accordingly for adopting preventive measure.
- Coordinate with civil and local administration including police on all security related matters.
- Conduct security awareness training for bank staff periodically.
- Investigate and report all security breaches where required or when ordered by management.
- Carryout security survey of proposed locations for opening new or shifting existing branches to new locations.
- Check all invoices and bills initiated by vendors/service providers before submission to Finance Division.
- Prepare the security department budget of the bank.
- Prepare the security related contracts and ensure vetting by Legal department before finalizing.
- Carryout surprise security checks of the branches suggest corrective measures to be adopted at various levels.
- Monitor the performance and guide the regional security officers and staff of the department where required.
- Ensure worthiness and serviceability of all security related equipment in the branches/office.
- Keep updated record off all security related reports and returns.
- Resolution of any special task assigned by reporting line.