

Fire & Safety Officer – SBP-BSC

1. Job Reporting Relation

Reports to: Chief Security Officer

2. Job Objective

The Security & Fire Safety Officer oversees fire safety, security policies, and equipment maintenance for the Bank and its Field Offices in order to ensure compliance with prevalent safety standards. Chief responsibilities for this position include conducting inspections, formulating security policies and coordinating with relevant departments with regards to safety and security. The officer also acts as the Business Continuity Planning (BCP) Coordinator with additional responsibility of preparing budgets.

3. Functions of the Position

- a. Act as principal advisor on fire & safety arrangements and responsible to Director IBSD/CSO on all matters pertaining to the fire safety of the Bank and Field Offices.
- b. Maintain Fire Protection Plan (FPP), which addresses fire prevention and exposure. The plan shall identify safety guidelines for the Bank employees.
- c. Carry out analysis of existing safety arrangements with reference to ISO standards and recommend improvement. Brief Director/CSO on induction of new safety equipment.
- d. Perform inspections on a regular basis to ensure that anti-fire measures are in place and firefighting equipment is located in accordance with the Fire Safety Plan. Ensure that fire access routes are properly marked and there is no obstruction on the way.
- e. Oversee and formulate security policies, issue and monitor/implement related matters. Also identify problem areas and make proposals for revision of policy and instructions as per requirements.
- f. Report violations/non-adherence to the SOPs on Fire Safety. Inform the employees about related policies and utilize best efforts to enforce them throughout the organization.
- g. Develop, review and monitor implementation of Security Policy of the Bank and liaise field offices regarding any clarification.

4. Key Result Areas/Principal Accountabilities

Operational Assignments

- h. Ensure that portable fire extinguishers are in their required positions. Conduct and monitor monthly inspections and ensure tagging sign-offs of each fire extinguisher.
- i. Identify and report fire hazards on flammable liquids, gas containers and cylinders to mitigate fire risk. Keep liaison with Engineering Department on all such matters.
- j. Be available during fire safety inspections of the department. Observe and confirm final tests of fire protection equipment (automatic Sprinklers, fire alarm, and other equipment).
- k. Conduct surprise checks to ensure high alertness and performance of security guards.
- l. Supervise preparation of annual budget for the IBSD and IBSUs in coordination with relevant departments.
- m. Act as BCP Coordinator of IBSD & manage conduct of quarterly BCP Table Top discussion, Mock Exercise, BCP Relocation Exercise, Back-up site and annual evacuation rehearsal in coordination with SO HOK.
- n. Project Officer of IP based surveillance system, non-lethal electrical tense and procurement, installation, testing and commissioning of IP public address system.

Quality Control

- o. Plan and conduct training of the fire fighters/ security guards of the IBSD/ IBSU in consultation with security officers. Render advice to all field offices on matters pertaining to safety.
- p. Prepare technical specifications of quality safety and security equipment for induction in the SBP BSC inventory.
- q. Supervise repair/replacement of parts/regular maintenance of Security Equipment and its follow up for proper up keep. Monitor SLA and periodic maintenance of safety/security equipment.
- r. Develop and maintain annual maintenance schedule for all safety & security equipment and organize its execution through staff and contractors to maintain functional state at all times.
- s. Prepare and conduct emergency evacuation rehearsals for natural or man-made calamities.
- t. Undertake any other responsibilities assigned by management.

Strengthening of Overall Control Environment

- a. Incident reporting as per SBP incident reporting instructions.
- b. Ensuring financial monitoring and oversight.
- c. Ensure maintenance of all fire and safety equipment in serviceable conditions.

5. Interactions (Within Organization)

- a. Senior Management & Officers of the Bank

(Outside Organization)

- a. Law Enforcement Agencies
- b. Local and Federal Government

6. Competencies

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| <ol style="list-style-type: none"> a. Achievement orientation b. Communication c. Teamwork d. Accountability e. Customer Service Orientation | <ol style="list-style-type: none"> f. Planning and Organizing g. Championing and Embracing Change h. Decision Making i. Problem Solving j. Initiative |
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7. Skills

Computer Skills, Communication Skills, Interpersonal Skills