

Security Officer – SBP-BSC

1. Job Reporting Relation

Reports to: Chief Manager/Chief Security Officer

Directly Supervises: Security Guards

2. Job Objective

The position of Security Officer plays an important role in ensuring the safety and security of the Bank's personnel and assets, overseeing all security-related staff and assisting in the security arrangements for official delegations in addition to liaising with Law Enforcement Agencies and relevant departments for preventive security measures.

3. Functions of the Position

- a. Maintain close liaison with Law Enforcement Agencies/Local Administration/Civil Defense/Fire Department/Bomb Disposal Squad and Health Department to ensure protective and preventive security measures or to obtain information/assistance in the event of emergency.
- b. Formulate, implement, supervise and co-ordinate all matters pertaining to safety and security to provide secured environment to employees, visitors and all other stakeholders of the Bank.
- c. Supervise deployment of Police guards, attendance record and other related matters in consultation with the Chief Managers/Chief Security Officer.
- d. Constantly monitor the safety and security arrangements in the Bank with a view to bring improvements in the security apparatus.
- e. Supervise, regulate and administratively manage Security Guards in the matters of attendance, deployment and rotation at key points of the Office.
- f. Plan and develop Security budgets, recommend/induct modern security equipment/weapons and monitor effective budget utilization.

4. Key Result Areas/Principal Accountabilities

Operational Assignments

- g. Prepare and display a weekly/monthly duty roster of Security Guards in the Duty Room.
- h. Conduct training for guards, emphasizing courtesy, SOPs, and dealing with fire and emergencies.
- i. Maintain guards' motivation, alertness, physical fitness, and proficiency with weapons/equipment.
- j. Conduct surprise checks to ensure high alertness and performance of security guards.
- k. Efficiently deploy security guards for internal and external patrolling.
- l. Ensure the continuous operation of the Duty Room, under the charge of a DSO.
- m. Develop and update yearly security plans with flexibility for short-notice changes.

Quality Control

- n. Promptly inform CSO/Chief Managers of any untoward incidents and provide detailed reports within 48 hours.
- o. Keep Chief Managers/CSO updated on all important security-related matters, in addition to their own chain of command.
- p. Ensure maintenance of all security equipment in serviceable conditions.
- q. Act as an advisor on promoting security awareness for employees.
- r. Prepare and conduct emergency evacuation rehearsals for natural or man-made calamities.
- s. Undertake any other responsibilities assigned by management.

Strengthening of Overall Control Environment

- a. Regulate visitor and outsourced staff access to bank premises and control vehicle traffic.
- b. Undertake preliminary investigations on security breaches or untoward incidents.
- c. Incident reporting as per SBP incident reporting instructions.
- d. Ensuring financial monitoring and oversight.
- e. Develop security, safety, and emergency evacuation plans in consultation with IBSD/CM.
- f. Ensure maintenance of all security equipment in serviceable conditions.

External Liaison

- a. Provide advice to management on city/country security situations and associated risks.
- b. Collect credible information on security threats and evaluate risk trends.
- c. Investigate security breaches, recommend appropriate actions.
- d. Integrate Police guard into the overall security plan, exercising operational control.
- e. Control public activities within the premises and conduct necessary security checks.

5. Interactions (Within Organization)

- a. Security Guards
- b. 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