



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Senior Manager Security	DEPARTMENT: Security
POSITION REPORTS TO: Vice President Admin and Finance	
MAJOR JOB RESPONSIBILITIES	
<p>Subject to the overall guidance and supervision of VP Admin & Finance, the senior manager security is responsible for the following:</p> <ol style="list-style-type: none">1. Develop and implement security policies, protocols and procedures.2. Manages the CCTV activity and security operations at all SZABIST buildings i.e. 100, 90, 154, Admin Block and Research Villa.3. Handles all parking related complaints.4. Checks the daily attendance (through DAR) of guards and ensures that they are punctual and watchful.5. Ensures that Security Guards on duty wear proper uniform.6. Ensures that security arrangements are fool proof within all SZABIST buildings and events.7. Resolves disputed issues among students within the campus where security aspects are involved.8. Control budgets for security operations and monitor expenses.9. Recruit, train and supervise security officers and guards.10. Attend meetings with other managers to determine operational needs.11. Plan and coordinate staff when responding to emergencies and alarms.12. Review reports on incidents and breaches investigate and resolve issue.13. Create reports for management on security status14. Analyze data to from proposals for improvements (e.g. implementation of new technology)15. Any other job/task assigned by SZABIST Management.	