**POSITION:** Manager Security

**DUTY STATION:** Peshawar

**NO OF POSITIONS:** 01

**REPORT TO:** General Manager Operations and Market Development

**Salary Package:** Market based competitive salary package.

**OVERALL ROLE**

The Manager Security will be responsible for providing over all security to personnel, materials (physical assets including building and equipment) and will work in close coordination with the Manager BRT Control Centre and other sections of the Company as necessary for security matters relating to information gathering, storage operations. The Manager will maintain a close working relationship with other relevant Government and private sector stakeholders responsible for overall security matters.

**KEY RESPONSIBILITIES**

The position of Manager Security has as its primary responsibilities:

* Ensuring all necessary areas of BRT stations and other areas of the Declared Project are properly patrolled by security agency guards contracted for providing security;
* Ensuring proper surveillance to prevent and detect signs of intrusion and ensure security of building, doors, windows, gates and station entry turn-styles etc;
* Perform the role of focal person for the Company in any specific security related unforeseen incident which requires intervention by police, military etc;
* In conjunction with Manager BRT Control Centre, serves as a primary contact and liaison for BRT station security, Police Department, Fire Department and Ambulance;
* Establishes and maintains the daily rotating schedule for the Transit Police Officer and Surveillance Officer team. When applicable, ensures the staff are re-assigned as needed to cover unexpected absences;
* In compliance with the Company’s Operating Procedures, prepares clear and concise activity reports, incident reports and investigative reports daily for the information of the General Manager Operations and Market Development.
* In conjunction with the Manager BRT Control Centre, operates and monitors control panels, alarms and related security equipment. Oversees the operation of the security computer systems and CCTV equipment.
* Ensures compliance with Company policies and procedures. Assists in the development and implementation of improvements to security systems and protocols as required.
* Develops & maintains complete knowledge of the Company building systems and logistics from a security perspective;
* Represents the Company in meetings and briefings on security matters by relevant stakeholders;
* Responsible for clerical duties incidental to security, such as logs and records;
* Performs additional functions incidental to security activities as requested by General Manager Operations and Market Development;

**KEY TASKS:**

* Undertake preliminary investigations of all security and safety incidents occurring on the shift and prepare the necessary report for consideration by senior management,
* Monitors visitors to the Declared Project, provide assistance to facilitate a safe visit and other support as requested by the General Manager Operations and Market Development;
* Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of office, depot and other premises owned or managed by the Company as part of the Declared Project;
* Call police, fire departments or other security related agencies in cases of emergency, such as fire or presence of unauthorized persons;
* Undertake unannounced checks of fire and security systems to assess their adequacy of operation and retrieve the necessary information for reporting and undertaking the necessary remediation actions;
* Respond to emergency calls as part of the 24/7 on-call list;
* Responds as supervisor-on-duty to any security or safety related emergencies;
* Other tasks related to security/safety as per the Company Operating Procedures Manual;
* Other tasks as may be requested by the General Manager Operations and Market Development.

**POSITION REQUIREMENTS**

1. **ATTAINMENTS**

**Qualification**

*Required*

Minimum 16 Years of education in the relevant field from a recognized university.

*Specialized Training –* team management and logistics, disaster/risk management, security management or any other skills considered relevant for the position.

*Active affiliations* – membership of recognised Industry or Professional Organisations of relevance,

**EXPERIENCE**

A minimum of 8 years of relevant experience in provision of security related matters preferably in police, military or other para-military organizations or as security officer in a recognised private security company. Retired army officer up to the rank of Colonel/equivalent, police are preferred. At least 2 years in a similar role would be considered an advantage.

1. **EXPERIENCE AND CORE COMPETENCIES**

* Proven working knowledge of security, fire and CCTV monitoring systems, experience in dealing with security, surveillance and compliance matters;
* Above average skills in consultative team building and emergency response logistics;
* Strong working knowledge of the relevant law and the law enforcement community;
* Demonstrated skill in observing evolving situations and taking the required decisions;
* Mature, credible, and comfortable in dealing with senior management, line agencies, security agencies, police, fire, ambulance/hospital and others as required;
* Skill in dealing courteously with the public.
* Computer literate and able to demonstrate use of Windows Office and Windows Office related programs.
* Well-presented and business-like.

1. **CIRCUMSTANCES**

* Age below 50 years.
* Fluency in English and Urdu, Pashto would be an added advantage.
* Good health, allow to work long and irregular hours (when required).

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| **How to apply:** |
| **Application Deadline:** 5pm of 20th January 2023  Market based competitive salary package will be offered to the right candidates. Interested candidates meeting the above criteria may apply by filling the Job Application Form. Filled and signed applications supported by CV, Covering letter and copies of educational and experience certificates, CNIC and photograph shall be sent by email to: [hr@transpeshawar.pk](mailto:hr@transpeshawar.pk). Please put post applied in the subject line, along with the candidate name. |
| **TransPeshawar is committed to achieving workforce diversity in terms of gender and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated strictly confidential.** |