



Job Description

TITLE: Security Manager
I REPORT TO: Operations Director
REPORTING TO ME: Security Supervisor
CATEGORY: Operations
LAST UPDATED: August 2021

ROLE PROFILE – SECURITY MANAGER

The Security Manager is responsible for developing and implementing security policies, protocols and procedures, controlling budgets for security operations and recruiting, training and supervising security officers and guards.

The Security Manager's role is to organize and oversee all security operations of the Ministry (MLFC and Rhema Zambia) with a goal to creating and preserving an environment where employees, visitors and property are safe and well-protected.

Responsibilities

- Develop and implement security standards, policies, protocols and procedures
- Develop safety standards, policies, and procedures
- Monitor and ensure a sound, ethical environment
- Monitor organizational compliance regarding security and safety
- Plan, direct, and coordinate security activities to safeguard company assets, employees, visitors, and others on Ministry property
- Develop, conduct, support, and assist in regulatory reviews, internal security evaluations, and assessments of the overall effectiveness of facility and personnel security processes
- Assess risks to mitigate potential consequences of incidents and develop a plan to respond to incidents
- Identify, investigate, and resolve security breaches
- Communicate security status, updates, and actual or potential problems, using established protocols
- Direct or participate in emergency management and contingency planning
- Prepare and manage the budget for security operations and monitor expenses
- Recruit, train and supervise security officers and guards
- Meet with other managers to determine operational security needs

- Plan and coordinate security operations for special events
- Coordinate staff when responding to emergencies and alarms
- Review reports on incidents and breaches
- Investigate and resolve safety issues
- Analyze data to form proposals for improvements (e.g. implementation of new technology)

Any other duties

- Work flexibly within the scope of this post to fulfill the Ministry's objectives contained within the Ministry Strategic Plans and Ministry Mission and Vision
- This list of main roles and responsibilities is not exhaustive and the post-holder may be required to carry out other duties assigned from time to time, as required by the Senior Pastors or the Operations Director
- Adhere to the MLFC Staff Statement of Ethics

Education and Experience

- Relevant professional qualification in security and risk management, or related field
- Evidence of continuing, relevant professional development
- Proven track record of leading and developing high achieving teams
- Experience of working in a multi-cultural setting
- Proven experience as security manager or similar position
- Experience using relevant technology and equipment (e.g. CCTV)
- Experience in reporting and emergency response planning
- Excellent knowledge of security protocols and procedures
- Solid understanding of budgeting and statistical data analysis
- Working knowledge of MS Office
- Excellent communication and interpersonal skills
- Outstanding organizational and leadership skills
- Committed and reliable