

## **Manager Security**

### **Vacancy-01**

#### **Responsibilities & Context**

Since 1987, SKS Foundation works with the communities in the North-west Bangladesh for improving socio-economic status, promoting gender equality through creating enabling environment. SKS implements community driven development programs; maintains close collaboration with local government & administration, line departments, civil societies, NGOs, development partners & other stakeholders to bring positive changes in the society. The Security Manager is overall responsible for Supervising, recruiting, and training security personnel. Developing work schedules, allocating tasks, directing and coordinating the activities of security personnel. Monitor activities of security guards/security supervisor's performance. Coordinating responses to emergencies and alarms, as well as compiling incident reports.

- Identify and protect company assets through the development and implementation of security protocols.
- Control budgets for security operations and monitor expenses. Recruit, train and supervise security officers and guards.
- Make sure that staff follows security procedures and guidelines through training programs and assessment.
- Ensure the safety of staff and visitors within the workplace.
- Write and submit security reports.
- Conduct routine patrols with team.
- Look out for suspicious persons, vandalism or hazards. Ensure all security systems, like the burglar alarms and CCTV are working properly

#### **Requirements**

##### **Education**

HSC

##### **Experience**

- 3 to 5 years

##### **Additional Requirements**

- Age at most 50 years
- Retired JCO (Warrant Officer/Sr. Warrant Officer/Master Warrant Officer) of Bangladesh Army.
- Working knowledge of any computer programs and security technology.
- Excellent communication and interpersonal skills.
- Committed and reliable.
- Must be able to observe situations and make appropriate response.
- Must be able to work with speed. Must have valid driving license.
- Have no criminal record.
- Manages and trains security guards.
- Hires and onboard new security guards.
- Sets the security guard staffing schedule.
- Conducts regular security inspections.
- Investigates security threats and breaches.
- Recommends new security technology.

### **Salary**

- Negotiable

### **Compensation & Other Benefits**

- T/A, Mobile bill,

### **Employment Status**

Contractual

### **Gender**

- Male

### **Job Location**

- Gaibandha

## **Read Before Apply**

Interested Candidates are requested to apply to Deputy Director, HR SKS Foundation, College Road, Uttar Horin Singha, Gaibandha-5700. Applications should reach within 17 October, 2024 with detailed CV including contact cell-phone number and two referees. Only short listed candidates will be called for interview.

## **Apply Procedure**

Send your CV to the given email [\*\*hr@sks-bd.org\*\*](mailto:hr@sks-bd.org)