

We're hiring! Join our Team



Position

**Physical Security
Officer**

Location : **Head Office**



Qualified candidates **MUST** send their **CV & Cover Letter** attached with all **academic certificates**.

All applications **MUST** be sent electronically through:

Email: **recruitment.tanzania@ubagroup.com**

Email subject: **PHYSICAL SECURITY OFFICER : OCT, 2023**

Deadline: 08th October 2023



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JOB OBJECTIVES

Responsible for all security planning and execution for Head Office and the Branches.

DUTIES & RESPONSIBILITIES

- Interfacing between the security Unit at HO and the Branches
- Complete supervision of all physical security functions including security guards and Policemen.
- Enforcement of access control measures in HO and branches.
- Timely communication of incidents and developments of security significance to Management
- Regular sensitization and briefing of security guards to ensure unflagging alertness
- Liaison with Law Enforcement agencies and organizing armed police coverage of all BO
- Report and investigate all breaches of security
- Prepare and present situation reports and period
- Monitor occupation Health and Safety
- Monitor all fire extinguisher devices and ensure they are working properly
- Assist in airport pick up and meet and greet important visitors of the Bank.
- Any other duty as assigned by Supervisor



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KEY PERFORMANCE INDICATORS

- 100% security guards coverage of all branched
- Zero % theft and burglary cases in any Business Office
- Zero % successful armed robbery cases
- 100% compliance status with statutory safety and security regulations
- Effective Liaison with police and other Law Enforcement agencies.
- Quality periodic reports and timely incident and investigation report.
- Meet and greet – visitor/guest and internal customer satisfaction.
- Audit grade should be above average.



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JOB REQUIREMENTS

Education & Experience

- Minimum education level, A bachelor's degree
- At least 3 years' experience working as a security Officer

KEY COMPETENCY

Knowledge

- Banking Operations Policies and Procedures.

Skills/Competencies

- Excellent customer service skills
- Ability to multi skill
- Leadership & Supervisory Skills
- Computer Appreciation
- Must be a person of high integrity.
- Excellent interpersonal and teamwork skills.

Kindly note that,
only shortlisted candidates
will be **contacted!**



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