

JOB TITLE: SENIOR SECURITY OFFICER

JOB ID: T3233

Old JOB Number: 0

REPORTS TO: DIRECTOR, GUYANA FORENSIC SCIENCE LABORATORY

Date revised: 2013-04-09

MINISTRY/DEPARTMENT: MINISTRY OF HOME AFFAIRS

PURPOSE: To manage the security personnel and to ensure the effective enactment of the department's security program.

KEY OUTPUTS:

- Managed Electronic Security System.
- Up-to-date Security Protocols.
- Effective Emergency and Contingency plans.
- Investigated security breaches and administrative violations.
- Conducted security surveys.
- Maintained security records.

RANGE OF ACTIVITIES:

- To manage the Electronic Security System in accordance with the standard operating protocol for that system, and perform quality control for the said system and any related equipment.
- To assist with the creation of Security Protocols for the department and provide specialist advice on all elements of emergency and contingency plans.
- To allocate resources to meet the unit's operational role and assess the requirement for security equipment and personnel.
- To investigate security breaches and administrative violations as required, and conduct physical security surveys.
- To manage the security section, direct and supervise security personnel and enforce security policies.
- To maintain security section records and ensure a proper system exists for controlling deficiencies found while conducting the security surveys.
- To allocate personnel to the shifts in consultation with the Director.
- To inform the Director of all matters affecting the operations of security.
- To perform any other related duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A professional internationally recognised security qualification PLUS not less than six (6) years experience actively working in the security field.

OR

- A complete secondary education PLUS not less than ten (10) years experience in a recognised military or para-military organisation at the rank of Sergeant or higher.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS: