



POST PROFILE

POSITION: CHIEF SECURITY OPERATIONS OFFICER GRADE 6

POSITION IN THE ORGANISATION

The Chief Security Operations Officer is responsible to provide practical guidance to various security occupational related matters and he/she is accountable to the Deputy Director responsible for Security and Risk Management Services.

Generic Job Description

This job category includes personnel who supervise and manage / give practical guidance to various occupation related, supervisory and operational staff. The incumbent is tasked with more advanced tasks which are to organize, direct, coordinate, supervise and control the implementation and maintaining of physical security programs and plans of all Offices/Ministries/Agencies and Regional Councils premises by NAMPOL Officers and from time to time make recommendations to improve physical security maintenance in the Offices/Ministries/Agencies and Regional Councils; support in risk assessments and implementation of appropriate measures to mitigate specific threats, incidences and breaches.

Main duties of the job

- To assist the head of security in detailed execution of her responsibilities.
- Oversee and evaluate the implementation of various security directives, manuals and policies in the National Council;
- Monitor and ensure that security programs (physical, information and personnel security) are implemented, enforced, maintained, monitored, evaluated and adhered to;
- Ensure implementation of the physical security systems (CCTV, access control, fire detectors and intruder alarms) and standing instructions;

- To ensure that security policies and plans in the National Council are managed, implemented and enforced;
- Conduct background checks and do vetting;
- Oversee and manage the performance of Senior Security Officer, Security Operations Officers and Security Operations Assistants;
- To control and manage the Close Circuit Television;
- To liaise with other Law Enforcement Agencies on security issues affecting the National Council;
- To assist the Deputy Director of security in detailed execution of Division's responsibilities;
- Ensure that Government assets (people, information and properties) are protected;
- Coordinate and liaise with NAMPOL and other Law Enforcement Agencies on security matters of the National Assembly;
- To develop, review, oversee and evaluates the implementation of the various security directives, manuals and policies in the National Council.
- Ensure the security programs such as: Physical security, personnel security, document security, ICT security and security awareness are implemented, enforced, maintained, monitored, evaluated and adhered to.
- To ensure that security policies and plans are developed, managed and strictly implemented, enforced and adhered to
- Conduct background checks and do vetting
- Oversee and manage the performance of Senior Security Officer, Security Operations and Security Operations Assistant;
- To investigate the contravention of security directives and advise the Deputy Director: Security and Risks Management in respect of appropriate steps deemed necessary as a result of such investigations.
- Perform any other official functions as may be directed by the Deputy Director Security and Risk Management Services.

Educational Requirements

A National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6 plus six (6) years appropriate experience.

General requirements: An appointment in this Job category, irrespective of the functional level, is subject to vetting, and completed police,

	<p>military, correctional service or security management basic training. Confirmation of probation is subject to the successful completion of the Advanced Security Awareness training by Namibia Central Intelligence Services (NCIS), for the 2nd entry post to 2nd promotion post.</p>
Major subjects:	Security Management; Police Science; Correctional Service or Military Services
Personal attributes:	<ul style="list-style-type: none"> • Must be professional in carrying out official duties; • Must be physical fit with alertness/vigilance/mind; • Must have good communication skills; • Must be honesty/integrity with good customer care skills; • Must be Judgmental with excellent leading and teamwork skills; • Must have good attitude and motivated to do the demanding task at hand; • Must have good time management and ready to be called any time of the day to attend to security matters; • Must be ready to work excessive hours and under pressure.
Knowledge of Appropriate Legislations:	
National Security Policy, Internal Security Operating Procedures and Manuals; Public Service Act, Public Service Staff Rules, Public Service Regulations and other Rules and Regulations.	