

Security Manager at Associated Vehicle Assemblers Limited

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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Associated Vehicle Assemblers Ltd. is a company based out of Miritini in Mombasa and assembles vehicles for multiple international brands. AVA focuses on Building Vehicles that support Businesses, Protect Families and Grow Economies across Africa

Key responsibilities:

Policies Development

Draft for management's approval security policies to protect staff, visitors and users of AVA premises including review and incorporation of national security regulations into AVA security policies and procedures

Intelligence Gathering & Risk Analysis

Gather information internally and externally and represent AVA in security meetings with other agencies, share any relevant information with management and provide advice of appropriate actions required;

Prepare and upon approval disseminate all security communications within the organization;

Cary out security assessments and reviews in all AVA locations and provide management with recommendations for action and/or work directly to implement action plans;

In the event of a security breach, ensure that any necessary evidence is secured and

undertake appropriate measures to prevent further damage; assist with disciplinary and legal matters associated with such breaches as necessary;

Facilitate crime prevention by monitoring all access controls daily and ensuring their full coverage, investigate and report to management security incidents or threats/breach expected to occur for appropriate action; and

Attend to the grievances or complaints in line with security for staff or visitors and take appropriate actions that will maintain a good image of AVA; help staff in matters that require police or court action.

Contract Management

Manage the outsources security guards at AVA premises to ensure all key places and access controls are covered; monitor their attendance and vigilance daily to ensure discipline is observed;

·Enforce appropriate service-level agreements; take action against indiscipline and misconduct; develop and implement duty and leave rosters; chair team meetings and carry out welfare and performance appraisal/assessment; review monthly payments for the outsourced services and participate in the security team training; and

Ensure that all safety and security equipment is operated and maintained within approved guidelines including the implementation and maintenance of appropriate controls

Reports

Prepare weekly and monthly reports to support decision making process;

Prepare business cases that are security related;

Access Control

Oversee the security guarding contract, ensuring that the outsourced security company understands and enforces the access control procedures;

Supervise, mentor, and build the capacity of security officers/agents, as appropriate;

Monitor Control Room operations and technical security systems, making recommendations to improve access and key control procedures;

Control, organize and supervise access the plant in collaboration with appropriate staff and related third parties;

Implement and monitor the visitor management program

Contribute to Access Control Policies and Standards; and

Recommend initiatives/solutions to improve access control to the premises.

Facilities Monitoring and Control

Coordinate building security checks to ensure that they are carried out as frequently as necessary;

Liaise with the outsourced security guard company to ensure that services provided meet the laid down standards;

Organize and control security for special events organized by the institution;

Review and analyze data from access control and building management systems to make recommendations to improve the overall security posture of the premises;

Monitor fire safety systems, ensuring they are operational and compliant;

Contribute to the development of security procedures and policies, including emergency procedures, crisis management, training of floor wardens and first aiders, etc.;

Observe areas immediately surrounding the measures;

Implement measures prescribed to deter and detect fraudulent activities from inside and outside the premises; and

Implement protective and preventive security measures against terrorist attacks, as directed.

Incident Response

Collect information from victim(s) and provide immediate assistance, as required;

Review incident reports periodically to ensure that a high quality of records is maintained;

Collaborate with external parties and partners in the management of incidents; and

Request the update of residential information on security databases as and when necessary.

Requirements

Required qualifications and experience:

Degree in relevant field such as security management, criminal justice or a related discipline

In-depth understanding of security protocols, procedures and best practices

8 or more years' experience in security management preferably in an assembly or manufacturing setup

Completion of military/KPS training;

A recognised qualification in security management is an added advantage;

First aid and fire safety competency;

Basic competency in technical security systems and control room operations;

Experience in executive protect and/or event security;

Knowledge of host country safety codes; and

Knowledge of Security Threat Information processes

Critical Competencies required:

Strong analytical and critical thinking skills;

Excellent interpersonal and communication skills;

Highly developed investigation and problem solving skills;

Able to maintain confidentiality;

Able to work with minimum supervision, under pressure and meet deadlines;

High integrity level;

Ability to conduct risk assessments and write a comprehensive report;

Ability to maintain continuity of security information analysis efforts;

Knowledge of HF and VHF radio operations; and

Ability to travel

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