


SECURITY ASSISTANT

 <p>Insurance Regulatory Authority Bima Raya Jasa Taala IRA</p>	JOB TITLE	Security Assistant
	DIRECTORATE	Directorate of Corporate Services
	DEPARTMENT	Administration
	GRADE/LEVEL	IRA 8
	IMMEDIATE SUPERVISOR	Assistant Manager Administration

a) Job purpose

This position is responsible for the security of the Authority's staff, assets, and offices and Implementation of appropriate and effective Security management policies and procedures.

b) Job Specifications

Duties and responsibilities will entail:-

- (i) Develop and ensure implementation of security strategies, policies and procedures;
- (ii) Provide and maintain a protected and secure environment for all persons and assets in the Authority;
- (iii) Coordinate security activities in the Authority and the provision of outsourced services under security management;
- (iv) Participate in the coordination of emergency procedures and contingency planning;
- (v) Identify potential security threats;
- (vi) Coordinate investigation of internal security breaches;
- (vii) Gathering of security intelligence;
- (viii) Maintain records of crimes and incidents;
- (ix) Oversee security surveys and inspections; and
- (x) Advise management on security related matters affecting operations.

c) Person specifications

For appointment to this position, a candidate must have:

- i. Higher Diploma in Security Studies or its equivalent qualification from a recognized institution with three (3) years relevant experience;
OR Diploma Security Studies or its equivalent qualification from a recognized Institution with four (4) years relevant experience;
- ii. Undergone three (3) months Security Training from the Administration Police Training College or any other recognized institution;
- iii. Be physically and mentally fit; and
- iv. Meet requirements of Chapter 6 of the Constitution.

d) Competencies and skills

- i) Strong communication and presentation skills
- ii) Good analytical skills
- iii) Problem solving
- iv) Professionalism