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| **APPROVED JOB GRADE:** |  |
| **DATE LAST REVIEWED:** |  |

Job Title: **Chief Security Officer**

Department: **Executive Office**

Title Of Immediate Supervisor: **General Manager**

Title Of Direct Subordinate(s): **Security Officer**

# Overall Job Purpose

Ensures reduction of losses and protection of assets, both human and financial through the development, coordination and implementation of sound security strategies in line with Corporation policies and procedures.

# Main Duties and Responsibilities

* Researches, develops, establishes and manages the implentation of security policies, systems and procedures and institutes corrective action to ensure the
* Deals with physical safety of employees, visitors and Corporation assets.
* Establishes and implements strategies for combating corruption and other white collar crimes perpetuated against the Corporation.
* Manages due dilligence investigations on prospective suppliers of goods and services, employees and diamond buyers.
* Develops and evaluates emergency procedures and incident responses and monitors Disaster Recovery Programmes.
* Coordinates and manages the security of MMCZ's diamond tender facility.
* Establishes and maintains close liaison with Police, State Security and other key stakeholders on relevant matters.
* Identifies and recommends appropriate intelligence gathering tools for the Corporation and investigates all potential risk bearing activities and integrity violations and reports such cases to the General Manager and Zimbabwe Republic Police where appropriate.
* Establishes external security services requirements and carries out periodic reviews of the performance of contracted security service providers.
* Develops and manages workplace security awareness programmes.
* Highlights any system weakness or identified security failures through security audits and spot checks to check compliance with stipulated guidelines.
* Identifies and mitigates risks associated with abuse of Corporation assets.
* Monitors and controls Information Technology use by all employees.
* Prepares monthly, quarterly and annual reports

***What decisions do you make without necessarily consulting your Supervisor/Manager?***

* Decides on the best investigation gathering tools to be used on any integrity violation cases received or discovered.
* Decides on the strength of external security (CID MFFU) requirements to cover any diamond tender held by MMCZ.
* Decides on the frequency and timing of security audits and random spot checks.
* Decides on the timing, frequency and purpose of meetings with Police, State security and other relevant security agents.
* Decides on the suitability of security guards deployed within MMCZ premises.
* Decides on the adequacy or otherwise of firearm power used by security service providers deployed within MMCZ.
* Decides on the type of due diligence to be applied on prospective suppliers of goods and services

# Supervision Received

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| **Method of Checking** | **How Frequent** |
| **Report review** | Monthly |

# Supervision Sent

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| **Subordinate** | **Method of Checking** | **How Frequent** |
| **Security Officer** | Target reviews & Report Reviews | Weekly |

# Problem Solving

* Ensuring compliance with MMCZ policies and procedure
* Managing difficult visitors and potential buyers
* Managing abuse of Corporation assets by employees senior to one’s position.
* Managing a complex and crime tempting environment associated with dealing with high value minerals like diamonds.
* Vetting a highly demanding and politically connected international prospective diamond buyers.
* Dealing with public procurement checks involving individual with powerful connections.
* Managing unforeseen and unpredictable security threats to employees, visitors and customers.
* Dealing with theft of Corporation assets
* Ensuring compliance with policies and procedures

# Minimum academic qualifications required

Degree in Security/ Risk Management/ Intelligence/ Police Studies/ Forensic Auditing

# Minimum professional qualifications required

* Certified Police / Intelligence Officer
* Certified Fraud / Forensic Manager

# Experience required (in years)

* At least 10 years

# Soft Skills

***Soft skills*** *(e.g. must be well organised or must be able to work with minimal supervision)?*

* Must be a person of unquestionable integrity.
* Must be a quick decision maker.
* Must be able to work with minimum supervision.
* Personal responsibility
* Ability to work under pressure and communicate at all levels.
* Must be able to solve problems
* Must have high levels of analytical skills

# Technical Skills

* Must be able to coordinate and manage Forensic Auditing and Fraud Investigations
* Must have thorough knowledge of risk-management, analysis and mitigation measures.
* Must have thorough knowledge of the Justice delivery system.
* Must have sound technical competencies in safety and security systems
* Must have thorough knowledge of human rights and contemporary policing
* Ability to coordinate and manage Forensic Auditing and Fraud Investigations.
* Must have sound knowledge of Anti-Money laundering and Terrorist financing guidelines
* Computer literacy and sound report writing skills

**CONFIRMATION OF JOB DESCRIPTION**

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**Agreed by Incumbent (Name) (Signature) Date**

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**Agreed by Supervisor (Name) (Signature) Date**