

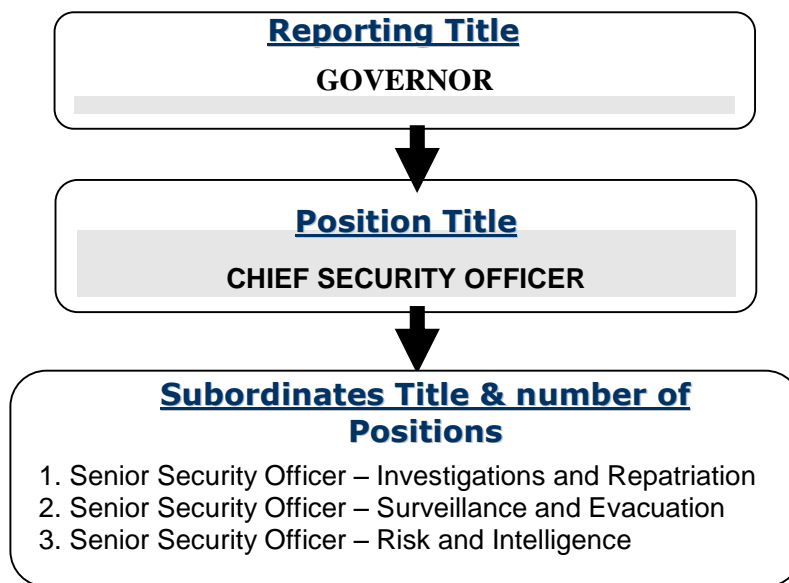
# Central Bank of Lesotho

Effective Date:

## JOB PROFILE

Job Title	CHIEF SECURITY OFFICER		
Company	Central Bank of Lesotho	Department	GOVERNOR'S OFFICE
Grade	P5-6	Job Code	

## REPORTING STRUCTURE



### SIGNED BY

Position Holder:

Printed Name

Signature

Date

### APPROVED BY

Line Manager:

Printed Name

Signature

Date

### APPROVED BY

HR Manager:

Printed Name

Signature

Date

## Job Purpose

This position is responsible for supervision of reviewing, planning, coordination, organizing and auditing of the Bank's security and safety operations and systems; establishing and implementing policies and procedures to safeguard the assets of the Bank, staff, customers and visitors.

The focus of the position is to ensure a safe and secure environment for all employees and customers of the Bank, and also that assets and confidential records are safeguarded in the most cost-effective manner.

## Person Specification

<b>Ideal Qualifications:</b>	Master's Degree in Security Management (or an equivalent security-related qualification), Business Management or Law
<b>Additional Qualifications:</b>	A recognised Certificate or Diploma in Computer Science will be an added advantage
<b>Experience:</b>	At least 5 years experience in a security intensive organisation or private security industry

## Skills Required for this Job

<b>Management and Supervisory Skills</b>	<b>Knowledge of Computerised Security Systems an added advantage</b>
<b>Self-Defense or Unarmed Combat Skills</b>	
<b>Computer Literacy</b>	
<b>Fire Fighting Skills (an added advantage)</b>	

## Competencies

*Competencies are the fusion of behaviours, abilities, knowledge, and experiences that high performers utilize to excel in their particular job responsibilities*

<b>Behavioural Competencies</b>	<b>Competencies Details</b>	<b>Competencies Measurement Levels</b>
<b>Client Focus</b>	<ul style="list-style-type: none"> <li>• Follows up with clients during and after delivery of services to ensure that their needs have been met.</li> <li>• Keeps clients up-to-date on the progress of the service they are receiving and changes that affect them.</li> <li>• Ensures service is provided to clients during critical periods.</li> <li>• Puts client's issues in order of priority and addresses most pressing concerns.</li> </ul>	
<b>Critical Judgement</b>	<ul style="list-style-type: none"> <li>• Recommends optimal approaches to address critical issues.</li> <li>• Identifies implications of their analysis (e.g., potential impact of judgment, potential impact on certain stakeholders).</li> <li>• Anticipates how others in own and other affected organizations will respond to and use the information/data generated.</li> <li>• Identifies problems based on a range of factors, most of which are clear.</li> <li>• Identifies alternate solutions based on precedent.</li> <li>• Identifies an optimal solution and recommendation based on weighing the advantages and disadvantages of alternative approaches.</li> <li>• Applies guidelines and procedures that require some interpretation in dealing with exceptions.</li> <li>• Makes straightforward recommendations based on information that is generally adequate.</li> </ul>	
<b>Planning and Organizing</b>	<ul style="list-style-type: none"> <li>• Identifies varied resources needed (e.g., different types of expenditures; different skill mixes).</li> <li>• Produces realistic and achievable work plans.</li> <li>• Develops back-up plans to handle potential obstacles.</li> <li>• Breaks activities into smaller components to facilitate completion.</li> <li>• Renegotiates commitments or deadlines as circumstances dictate, ensuring "no surprises" at the expected completion.</li> <li>• Evaluates the extent to which the objective has been achieved.</li> </ul>	
<b>Results Management</b>	<ul style="list-style-type: none"> <li>• Recommends clear and realistic project goals, activities, timelines, deliverables/products, and accountabilities.</li> <li>• Monitors progress, quality of work, and use of resources; provides status updates, and makes adjustments as needed.</li> <li>• Takes calculated risks within the boundaries set by the organization to achieve goals</li> </ul>	
<b>Relationship Building</b>	<ul style="list-style-type: none"> <li>• Identifies current or past contacts that can provide work-related information or assistance.</li> <li>• Shares contact names and basic contextual information with contacts (e.g., organization, role, priorities).</li> <li>• Fosters two-way trust in dealing with contacts (e.g., maintains confidentiality regarding sensitive information).</li> </ul>	

## Principal Outcomes

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS
<p>1. Plan, coordinate, organise all security and safety systems and processes of the Bank to ensure protection of people, property and information.</p>	<ul style="list-style-type: none"> <li>• Division's Annual Workplan developed</li> <li>• Division's Annual Budget drawn</li> <li>• Successful currency repatriation</li> </ul>
<p>2. Develop and implement general security and safety policies and procedures, ensuring strict adherence to them.</p>	<ul style="list-style-type: none"> <li>• Security and safety manual(s), detailing security and safety policies and procedures developed and/or updated</li> <li>• Strict enforcement of the security manual(s)</li> </ul>
<p>3. Advise and liaise with Management and other stakeholders on all ongoing security and safety related aspects, and formulate preventative measures.</p>	<ul style="list-style-type: none"> <li>• All staff, management and other stakeholders trained on security and safety aspects</li> <li>• Monthly and quarterly meetings held with state-owned and private sector security enforcement agencies/organisation for information sharing</li> </ul>
<p>4. Investigate security breaches and take remedial action thereof and apprise Management of actions being taken and results achieved.</p>	<ul style="list-style-type: none"> <li>• Investigations of security breaches undertaken and investigation reports written and submitted to relevant officers/parties for their action.</li> </ul>
<p>5. Ensure the efficiency of all implemented physical, electronic and organisational security safety systems at regular intervals in the Bank building and other Bank's properties.</p>	<ul style="list-style-type: none"> <li>• Shift Schedule prepared, including manning of Control Room</li> <li>• Functional electronic security system (including Access Control, CCTV, Communication/Voice-over IP, Fire, and Public Address)</li> <li>• Fire drills undertaken</li> </ul>

