



VACANCY ADVERTISEMENT

Applications are invited from suitably qualified candidates for the position of

MANAGER: SECURITY SERVICES PATERSON GRADE D2

The Manager: Security Services is responsible for implementing the Security Risk Plan, which includes identifying, analysing, and assessing security risks, as well as monitoring and maintaining appropriate control measures. The role involves planning, organizing, leading, and overseeing all security-related activities to ensure the efficient and effective protection of the Bank's assets, thereby supporting the achievement of its strategic objectives.

KEY PERFORMANCE AREAS

OPERATIONAL MANAGEMENT

- Plan and develop the Bank's overall security strategy to ensure efficient and effective security services.
- Develop and implement safety and security policies, protocols, and procedures to protect the Bank's assets and provide a safe work environment.
- Plan and oversee security systems and equipment maintenance to ensure high-level security systems.
- Serve as a Principal Security Advisor and Safety Officer to the Bank to ensure that the Bank implements best practice security standards and complies with the laws.
- Create reports for management on security status, breaches and incidents.
- Investigate BU security risk issues and serve as the BU custodian for the end-to-end security Risk and Loss incident reporting process.
- Monitor and analyze the Security Service Level Agreements (SLA) and Outsourcing Arrangements.
- Prepare monthly and quarterly Security Risk reports for tabling at the Risk Committees.
- Contribute to the development, review, and maintenance of Business Continuity Plans, processes, and disaster recovery strategies, ensuring their relevance and effectiveness from a security risk perspective.
- Coordinate and support the development of training materials and the delivery of training interventions to enhance security risk awareness among Bank employees.
- Support the development of a security risk management program to foster a culture of security awareness, and consistently provide advice, guidance, and clarification on security risk-related matters.

EDUCATION, EXPERIENCE AND SKILLS

- A bachelor's degree (NQF level 7) in a security-related field, with experience using relevant technology and equipment (e.g., CCTV, alarms, access control, etc.).
- 5 - 7 years of proven experience as a security manager or similar role of which 2 years on a supervisory level or senior position.
- Excellent verbal and written communications skills.
- Excellent customer orientation/focus.
- Well-developed interpersonal sensitivity and teamwork orientation.
- A keen attention to detail.
- Strong analytical and evaluation skills.

Applications will only be accepted from Namibian citizens.

The closing date for applications is Friday, 6 June 2025.

The DBN offers market related remuneration packages commensurate with experience and qualifications. Applications will be treated in strictest confidence.

Interested candidates should forward their resumes, which should include three contactable references and certified supporting documents to:

The Acting Manager: Human Capital and Organisational Development, Development Bank of Namibia, 12 Daniel Munamava Street, P. O. Box 235, Windhoek. E-mail: recruitment@dbn.com.na.

Applicants who do not receive any response within three weeks after the closing date must accept that their applications were not considered favorably.



Development
Bank of Namibia