# Post Security Manager B3(L)

**Main Purpose**

The British Embassy Doha, invites applications for a Post Security Manager position to provide Post Security responsibilities from physical to administration; back up IT officer (training given); fire safety manager; some general administrative duties.

**Duties and responsibilities include:**

**Post Security Manager**

* Work closely with the Post Security Officer (Deputy Head of Mission) on all matters of security;
* Review and maintain the physical security of the Embassy and its estate;
* Manage and train the G4S Security Team;
* Monitor G4S contract with Key Performance Indicators (KPIs);
* Act as liaison point for G4S Management, Public Guards Department and friendly missions;
* Review and issue Post Security Regulations and procedures in consultation with PSO;
* Complete security induction for all new members of staff;
* Ensure that bomb and incident drills are practised routinely and that all staff are adequately briefed on procedures;
* Conduct security risk assessments for events and manage the security on site as necessary;
* Manage weekly testing of alarm systems;
* Liaise with the Regional Overseas Security Manager, updating on any issues that may be of concern and arrang ROSM visit programmes as agreed.

**Back up IT Officer**

* Provide basic IT support to users and maintenance (training given).

**Fire Safety Manager**

* Arrange and implement routine fire drills;
* Carry out weekly tests of the fire alarm system;
* Brief new staff on fire regulations and evacuation plans;
* Prepare and implement an emergency plan with PSO input;
* Review fire safety precautions;
* Ensure that all staff receive adequate training and instruction in emergency procedures;
* Appoint Fire wardens who have received the appropriate training; with CSM input

**Generalist**

* Carry out security and fire inspections of all property leased by the Embassy as necessary;
* Secure disposal of any items;
* Administer weekly Diplomatic bags to UK.

**Competencies:**

The candidate will need to demonstrate the following competencies during the interview:

* Demonstrating Resilience
* Making Effective Decisions
* Leading & Communicating
* Delivering at Pace

**Ideal candidate will have:**

* Excellent written and spoken English; Arabic is desirable, but not essential.
* Good presentation and interpersonal skills.
* A background/training in security work.
* Previous experience of a customer facing role.
* The ability to work quickly, reliably and proactively with attention to detail and limited supervision.
* Strong IT computer skills using Microsoft Word, Excel, PowerPoint, Office and conducting internet searches.

**Salary and employment**

The British Embassy offers a competitive remuneration package, including salary of QR14,125 per calendar month and transportation allowance of QR800 per calendar month; a leave entitlement of 25 working days rising to 30 working days; and access to training. Embassy working hours are 7.30 a.m. to 3.00 p.m. Sunday to Thursday. This position is offered on a full-time basis and due to the nature of the work, some flexibility on hours will be required. There is also scope for flexible working to meet an individual officer’s personal circumstances.

The successful candidate will need to commence security clearance procedures through the Embassy.

**How to Apply:**

The closing date for applications will be **8th August 2015**. All applications should be sent by e-mail to [**doha.recruitment@fco.gov.uk**](mailto:doha.recruitment@fco.gov.uk)Employment will be subject to the successful applicant undergoing the necessary security vetting procedures. ***Please send your attachments using either of the following formats .doc, .docx, pdf.***

**Applications must include the following:**

1. A completed application form, which can be found here:

<https://www.gov.uk/government/world/organisations/british-embassy-doha/about/recruitment>

1. A CV and covering letter;
2. Contact details for two professional references.

Incomplete applications will not be taken into consideration. Only shortlisted candidates will be contacted.

The successful candidate will need to commence security clearance procedures through the Embassy as soon as possible. Employment offers are subject to successful clearance of pre-employment checks.

***The British Embassy Doha is an equal opportunities employer and does not discriminate on grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation.***