



JOB TITLE	Security & Logistics Officer
LEVEL/BAND	TC12/14
DEPARTMENT	Support
DIRECT REPORT (JOB TITLE)	Support Manager

Overall Purpose of the Position

To carry out various daily operational duties in connection with the Bank's Helpdesk, Security, Logistics, Reception and Cleaning.

Operational Duties

- Assisting the Senior Officer with supervising the day to day Security and Safety systems deployed by the Bank;
- Assisting in making sure that the Bank has enough provision of security guards for the Bank's Branches and the APS Centre;
- Assisting in ensuring that the guards are performing according to the Bank's standards;
- Performing frequent spot checks on the Bank's CCTV cameras and fire alarms to ensure that the systems are fully functional AND informing the Support Management about any technical feedback received from the Service Provider to enhance the current security systems;
- To assist in the managing of access cards for staff members and suppliers whilst maintaining its system up to date;
- Assisting in maintaining the Bank's key register in order;
- Providing Technical Support when needed;
- Schedule maintenance works related to security systems with the Service Providers according to the requests received and system needs;
- To assist in the managing of the Support Unit's Helpdesk ensuring that cases are well distributed and are handled effectively;
- Assisting the Senior Officer with the provision of housekeeping services for the APS Centre, Branches and Mini Branches ensuring that adequate measures are taken to keep the Bank's desired standards with regards to cleaning;

- Assisting in the coordination and the support of the Reception team whilst ensuring that the reception area is running smoothly, including replacing the receptionist when necessary;
- Assisting in the coordination and support of the Messengers Team ensuring, most of all, that sufficient messengers are daily available to assist with the Bank's daily workload required by these staff members in order to maintain a good level of service;
- Assisting with the management of the Bank's mailing system and ensuring that tasks are managed effectively;
- Assisting with the management of the Bank's car fleet, including making arrangements with the Service Provider for routine maintenance;
- Issuing purchase orders related to the above, whilst ensuring that all Bank's policies in this regard are adhered to;
- Checking and ensuring that invoices are correct and according to the agreements and specifications in the contract.

General Responsibilities

- To ensure full compliance with the Bank's policies, guidelines and underlying procedures at all times.
- To prepare, compile and submit any reports and/or participate in any projects, initiatives and other activities as may be directed by the Line Manager / Senior Officer, from time to time.
- To ensure a high quality and standard of work and service at all times.
- To attend any training as required by the Bank from time-to-time.
- To attend any meetings when requested and take the necessary minutes.
- Performs any other duties that may be assigned and / or delegated from time-to-time by the Line Manager / the Senior Officer.
- To work collaboratively with other APS Bank's departments and functions as may be required from time to time.

Qualifications, Skills & Competencies

	SKILL	EXPERIENCE	QUALIFICATION
MANDATORY	<p>Have good verbal and written communication skills.</p> <p>Be reliable, organised, meticulous and prepared to work under pressure.</p> <p>Be a team player while still being able to work independently when needed.</p> <p>Excellent analytical, troubleshooting & interpersonal skills.</p>	Has at least 3 years experience in security management.	
DESIRABLE	Be computer literate and conversant in MS Office applications.	Security Awareness	