



ASIAN UNIVERSITY FOR WOMEN

Job Description

Position:	Director, Security & Protocol
Unit:	Security Department
Reports to:	University Registrar
Start Date:	September 17, 2019
Direct Reports:	Manager Security & Protocol, Control Room Operators, Supervisors of Outsourced Security Service
Application Deadline:	July 13, 2019

Position Outline:

Reporting to the University Registrar, the Director is responsible for all areas of activity related to Security and Protocol, with specific assignments as outlined below.

Position Particulars:

Job Responsibilities:

- Carry out risk assessments and make recommendations to senior management, assessing level of risk in terms of wider issues such as international/national terrorism and local security threats. Encourage university community to report all incidents and ensure that reports are analyzed in terms of trends emerging to inform decisions on cost effective deployment of staff, CCTV etc. Work with other senior staff members during the planning stage and during actual events to ensure that important visits to the University are safe and secure.
- Advise Senior Management on confidential or sensitive matters and act as a conduit between the University and the police at all levels in order to expedite solutions to difficult situations. Receive and deal with any information that has a security dimension and deal with this in a confidential manner.
- Analyze, coordinate and lead recovery/mitigating activities in response to security-related emergency situations coordinating activities with other relevant senior managers and estate users.
- Responsible for the continuous assessment process, making decisions and thereafter security recommendations to University management in order to reduce risk to the University.
- Responsible, at the scene of serious incidents, for initial decisions as to how the issue will be dealt with, who needs to be informed and / or asked to attend.
- Responsible for all security associated decisions with the aim of speedy recovery and the resumption of normal business.
- Lead AUW team regarding all visa and security clearance issues for foreign faculty and staff member.
- Ensure to obtain Work Permit from Bangladesh Investment Development Authority (BIDA) for foreign faculty and staff.
- Pursue the process of security clearance in the Ministry of Home Affairs, National Security Intelligence and Special Branch of Police.



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- Pursue cooperation from Bangladesh Missions in case of visa for AUW's foreign students, staff, faculties and guests.

Other responsibilities include:

- Coordinate all security activities at the University.
- Supervise all Security Supervisors and Guards.
- Investigate and report to administration all noted incidents, hazards and accidents.
- Record and report all alarm incidents.
- Schedule security coverage for all special events in collaboration with administration.
- Monitor all arming/disarming of alarms and track security personnel's time and attendance.
- Perform employee evaluations and review job performance.
- Monitor security equipment, cameras, and ensure that units are functioning properly.
- Review shift logs and report safety incidents to administration in a timely fashion, depending on severity of incidents.
- Review, suggest, and lead training opportunities for security force, as well as entire community in case of emergency preparedness or general campus safety.
- Perform other duties as assigned.
- Plan for the continual development of the security service and ensure that appropriate arrangements are in place for recruiting, directing, supervising, appraising, counseling and training staff.
- Ensure the safety of staff, visitors and property.
- Coordinate, supervise fire and safety drills.
- Provide security training and guidance to AUW students/faculty/staff.
- Act as liaison between AUW and any governmental agencies such as police, fire and any safety regulatory bodies.
- Work with passport and visa office for ensuring the immigration formalities of non Bangladeshi staff, faculty and student.
- Assist AUW team regarding all visa and security clearance issues for foreign faculty member and staff.
- Ensure to obtain Work Permit from Board of Investment for foreign faculty and staff
- Assist in pursuing the process of security clearance in the Ministry of Home Affairs and Special Branch of Police.
- Assist in pursuing cooperation from Bangladesh Missions in case of visa for AUW's foreign students, staff, faculties and guests.
- Assist the Senior Management team as and when required.

Knowledge, Skills and Experience Needed for the Job:

- Educated to degree level, with considerable professional experience gained over at least 5 years operating at a senior level in the private and or public sector with a demonstrable track record of managing risk and operational security services is essential.
- A demonstrable track record of developing and implementing practical solutions for strategic and operational change is essential along with an extensive knowledge of security risk management issues, services and systems both within the public and private sector, nationally and internationally.
- Experience of managing a large in-house or contracted security workforce and a detailed knowledge of employment legislation and working practices is essential.
- Strong interpersonal skills are required. The post holder should have the ability to



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work as part of a team and to motivate and should possess a high level of negotiating, influencing and presentational skills due to the interaction required both within and external to the University.

- The 'objective' in security terms is to be prepared and able to respond to security events as they occur and where possible plan for and take preventative action to remove or at least reduce the impact of that event and to enable a speedy recovery.
- Fluency in English and Bengali, both speaking & writing is must.
- Ex-Military or Police personnel will get preference.

We Offer:

- Professional & multicultural working environment.
- Attractive compensation package.
- Special facilities to stay inside campus or near to the campus
- Comprehensive Group Insurance.
- Other benefits as per AUW HR policy.

To Apply:

Interested applicants should send their CVs along with a Cover Letter detailing how their qualifications, skills, abilities and experience meet the specific requirements of the role, as outlined in the job description and two references (Name & Contact Information) addressing to **Assistant Director of HR & Services** through E-mail: at hrd@auw.edu.bd. **Please mention the position applied on the subject line.** The review of applications will begin immediately. Only short listed candidates will be contacted.