NATIONAL ASSEMBLY

NATIONAL ASSEMBLY SECRETARIAT

Post Designation	:	Senior Security Operations Officer Grade 7
1x Post	:	Windhoek
Salary Scale	:	N$ 305,684 - N$ 365,322
Transport Allowance	:	N$ 10,512 per annum
Housing Allowance	:	N$ 17,424 per annum

Minimum Requirements: A National Diploma in either Security Management or Police Science or Correctional Service or Military Science on NQF Level 6 plus five (5) years appropriate experience.

Supplementary Requirements: An appointment in this Job category, irrespective of the functional level, is subject to vetting, and completed police or military or correctional service or security management basic training. Confirmation of probation is subject to the successful completion of the Advanced Security Awareness training by Namibia Central Intelligence Services (NCIS), for the 2nd entry post to 2nd promotion post. Valid Driver's License will be an added advantage.

Main Duties:

- Monitor and ensure that security programs (physical, information and personnel security) are implemented, enforced, maintained, evaluated and adhered to;
- Ensure implementation of the physical security systems (CCTV, access control, fire detectors and intrude alarms) and standing instructions;
- To assist the Chief Security Operations Officer in detailed execution of Division's responsibilities;
- Ensure that Government assets (people, information and properties) are protected;
- Coordinate and liaise with NAMPOL and other Law Enforcement Agencies on security matters of the National Assembly.
- To develop, review, oversee and evaluates the implementation of the various security directives, manuals and policies in the National Assembly.
- Ensure the security programs such as: Physical security, personnel security, document security, ICT security and security awareness are implemented, enforced, maintained, monitored, evaluated and adhered to.
- To ensure that security policies and plans are developed, managed and strictly implemented, enforced and adhered to.
- Conduct background checks and do vetting.
- Oversee and manage the performance of Security Operations Officer and Security Operations Assistant.
- To investigate the contravention of security directives and advise the Chief Security Operations Officer in respect of appropriate steps deemed necessary as a result of such investigations.

Enquiries: Mr. Andreas N. Uusiku, Tel 2889111 x 2653 /2502 or the HR Office, Tel 2889111 x 2606 / 2659 / 2514

Applications must be addressed to:

Secretary of the National Assembly
Private Bag 13323
Windhoek

Or hand delivery to:

The National Assembly
14C Love Street
Parliament Building
