

# BMICH

**SWRD BANDARANAIKE NATIONAL MEMORIAL FOUNDATION  
THE OWNER AND MANAGEMENT ARM OF THE BMICH INVITE  
APPLICATIONS FOR THE BELOW POSITION**

## **ASSISTANT MANAGER – SECURITY OPERATIONS**

The Assistant Manager – Security Operations will be required to liaise on all important security & safety matters and ensure that the BMICH is in compliance with all security & safety regulations and emergency procedures including COVID protocols. The Assistant Manager – Security Operations is responsible to ensure the protection of property, assets, staff, customers and visitors of the BMICH, setting up secure points of entry, investigating and reporting suspicious activities in coordination with the Officer In Charge of the BMICH Police Station.

### **Responsibilities:-**

- Establish daily procedures and responsibilities for security & safety aspects.
- Conduct routine security & safety inspections and administer an on-going security & safety inspection program.
- Create policies and procedures as required for the maintenance of an aggressive, risk management program.
- Be on call and available to respond to emergencies on a 24 hour basis.
- Respond to critical emergencies and assume control of incident scenes.
- Ability to perform with utmost efficiency and dexterity in stressful situations.
- Maintain good communication and work relationships in all areas of the operations.
- Coordinate with government and law enforcement agencies and BMICH Police Station as necessary.
- Ensure patrolling is carried out for the purpose of fire prevention and safe means of evacuation.
- Inquire as necessary into and report upon any thefts within the premises using discretion in connection with any of these matters that is deemed should be reported to the Police.
- Direct and coordinate the activities of all personnel, engaged in the implementation of safety and security procedures and provide assistance and advice to all departments in relation to security and safety and fire prevention.
- Development of Security & Safety teams capable of handling emergency situations, Fire Response, theft or pilferage incidence, CCTV monitoring, Traffic management liaising with Officer In Charge of BMICH Police etc.
- Ability to train internal staff on occupational safety & health, risk assessments, emergency response etc.
- Conduct security incident investigations and preparation of incident reports.
- Advice management on safety/ environmental compliances/ security issues/ concerns that may arise and preventive measures to be taken, including intelligence gathering independently and in coordination with the BMICH Police officers.
- Liaise with Leadership Team Members to ensure staff is aware of their security and safety responsibilities.
- Plan, deliver and facilitate regular staff awareness training programmes.
- Be fully conversant with BMICH fire and emergency and evacuation procedures.
- Responsible for management of key control of all departments.

### **Education & Experience:-**

- Relevant Degree from a recognized University in Sri Lanka or abroad and/or equivalent professional qualifications. A Masters will be a distinct advantage.
- Minimum of 10 years' experience in law enforcement, military or in an intelligence environment at a senior officer level.
- Knowledge of IT and MS Office packages

### **Age band at time of applying & Attributes:-**

- Upper age limit - 50 years
- Outstanding organizational, leadership, interpersonal, public speaking, decision- making and problem solving skills
- Excellent communicator with competence in spoken and written English in addition to the mother tongue.
- Ability to work independantly as well as part of a team

### **How to apply for above position: -**

- Please forward your resume via email to [careers@bmich.com](mailto:careers@bmich.com) on or before 6<sup>th</sup> March 2022.
- Only those possessing the minimum advertised qualifications, experience, age band and attributes will be shortlisted for preliminary interviews.
- The selection decision of the interview panel will be final and selections will purely be on merit.



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Quality ERA Award  
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