



Internal Revenue Commission

Position Description

A. POSITION DETAILS

Position Title/ Designation	Advising Officer, Security Management
Grade/ Classification	IRC 07
Immediate Supervisor/Manager	Director, Internal Integrity & Security
Division/ Section	Internal Audit & Integrity Division/ Integrity & Security

B. PURPOSE

This position reports to the Director, Internal Integrity & Security and is responsible to undertake security management duties and assist in the design and implementation of an appropriate security management program for the Internal Revenue Commission; to ensure the Commission's Security Policies, Programs and Measures are effective, contributing to safeguarding staff, property, assets, confidential information and documents and all other accountable items.

C. ACCOUNTABILITIES

- Coordinate the implementation of an effective Security Management Program for the Internal Revenue Commission
- Cooperate in providing input for the formulation of appropriate security and safety policy for the Internal Revenue Commission.
- Supervise work to determine security implications and requirements on any office, individual or communal Staff accommodation planned for lease, rental or purchase by the Commission or another party on behalf of the Commission.
- Supervise all security aspects and security access for the IRC Headquarters and Office of the Commissioner General.
- Supervise and facilitate security arrangements all Staff, with an emphasis on Female Staff of the Commission at major centers where there are ongoing threats to their safety
- Cooperate with and maintain liaison between with Police, Defense and National Emergency Coordinating Agency in cases of natural disasters and emergency for the protection of IRC Staff, property and assets.
- Professionally perform Other related duties at a comparable level

D. POSITION AND PERSON SPECIFICATIONS

- Diploma in Policing or Forensics, or a relevant discipline, or high level industry experience
- Diploma or Certificate in Public Safety or Disaster Management or a relevant discipline
- Experience in Investigative techniques
- Intelligence gathering, assessment and reporting
- Experience and/or knowledge of Security Management or Emergency Procedures
- Experience and/or knowledge of National safety and emergency procedures