

# VACANCY NOTICE

Pearl Bank is a Commercial Bank whose purpose is fostering prosperity for Ugandans. Our high impact goals are; driving sustainable financial inclusion and stimulating entrepreneurship and service. The Bank is growing and giving opportunity for its competent and achievement driven employees as well as the public to fill up the role below that has fallen vacant.

## POSITION DESCRIPTION

### JOB TITLE: SECURITY OFFICER (01)

### REPORTS TO: SECURITY SUPERVISOR

#### JOB PURPOSE

- The role holder will be responsible for the management of Bank's Premises physical security systems/equipment (CCTV cameras and biometric access controls) needs, assist in ensuring that all service and maintenance contracts are reviewed and renewed on time for preventive, planned corrective and unplanned corrective maintenance, planning, implementing, overseeing and monitoring the overall security operations of the bank.

#### KEY RESPONSIBILITIES /KEY DELIVERABLES

- To oversee and supervise the quality of physical security works by the Bank's service providers to ensure that all tasks are performed correctly, efficiently, and effectively.
- CCTV camera and biometric access control fittings and fixture design and developing of applicable drawings.
- Conduct physical security systems surveys and audits of their connections at Bank premises.
- Recommend physical security systems and maintenance design modifications.
- Manage the supply of physical security systems to all bank facilities/premises to ensure uninterrupted availability of systems.
- Liaise with departments/functions to understand business physical security needs/requirements for projects and their impact on premises and make appropriate recommendations.
- Plan, coordinate and monitor preventive maintenance and periodic regular repairs of bank security equipment, and machinery in accordance with maintenance schedules and manuals & applicable professional standards and best practices.
- Review and verify requisitions for physical security items from branches and departments and make recommendations for approval in line with Bank policies.
- Plan, monitor and coordinate engraving/bar coding of the Bank's physical security assets in line with Bank Assets Management Policy.
- Responsible for avoiding any regulatory deficiency arising out of poor physical security systems design in the Bank premises.
- Monitor and manage the unit budget and report any disparities.
- Plan & coordinate the disposal of used physical security equipment items in line with Asset Management and Procurement Policy and Contracts Committee resolutions.
- Design and implement effective asset management for tracking the bank's ICT assets as well as ensuring that for all IT Asset procurement, there is value for money and optimal utilization of these assets.

#### BUSINESS BEHAVIOURS

- **Passion:** Committed to excellence, delivering outstanding results and making a positive impact on our customers and stakeholders.
- **Teamwork:** Collaborates, mutual respect, and diverse perspectives, to achieve shared success and deliver greater value to the Bank.
- **Integrity:** Uphold honesty, transparency, and accountability, ensuring ethical practices in every action.
- **Innovation:** Embrace creativity and forward-thinking, continually seek new solutions to enhance customer experience and drive business growth.

#### QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

- Bachelor's degree in electrical engineering, Information Technology, telecommunication engineering or any other relevant field.
- A minimum of 3 years' experience in administrative or similar industry role, out of which one (1) should have been attained in active installation and maintenance of physical security systems/equipment such as CCTV cameras, biometric access control and networking.
- Strong knowledge of the Bank's policies, procedures, and practices.
- Analytical skills.
- Excellent communication and interpersonal skills.

#### THE FOLLOWING DOCUMENTS SHOULD ACCOMPANY THE APPLICATION

- Cover letter, Detailed CV, and Copies of academic documents all as one file.

#### MODE OF APPLICATION

- Online applications addressed to **Chief People & Strategy Officer**, Pearl Bank Uganda.
- Send application to **hr@pearlbank.com** with job title as subject.
- Closing Date: **Friday 9<sup>th</sup> January 2026 at 5:00pm.**
- Only shortlisted candidates will be contacted.

**Pearl Bank Uganda Ltd is an equal opportunity employer**