



British Embassy Muscat

Position: Post Security Manager
Section: Security
Grade: B3 (L)
Location: Muscat
Contract: Full time, Permanent

The British Embassy, Muscat is part of a world-wide network of 230 Posts, representing British security, prosperity and consular interests overseas. We are currently looking for a Post Security Manager to join our friendly and high performing team.

Objective:

The main objective of the job is to oversee the physical protection of the Embassy and its staff; and to manage the Embassy guard force.

Key Duties and Responsibilities:

Security Management:

Responsible for assisting in security management at post in accordance with Foreign and Commonwealth Office (FCO) guidance. Ensuring that policies and procedures are current and correctly maintained. To conduct security briefings for all new staff and to develop, review and distribute Post Security Regulations.

Management of the Security Team:

Effective management and supervision of the Embassy guard team.

Personnel Security:

Responsible for implementing and maintaining all aspects of Locally Engaged (LE) staff vetting in accordance with FCO guidance. Ensuring that LE staffs are at the correct level of security clearance and that reviews are carried out in a timely manner. Act as the local point of contact between Estates and Security Directorate (ESD), Personnel Security Team (PST) and post. To brief new staff arrivals on security.

Project Management:

Managing security projects. Liaise with security contractors in ensuring the correct standards are being implemented and maintained and acting for the contact point for London funded security projects.

Competencies:

The candidate will need to demonstrate the following competencies during the interview:

- ***Leading and Communicating:*** Effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It's about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.
- ***Managing a quality service:*** People, who are effective in this area plan, organise and manage their time and activities to deliver a high quality and efficient service.
- ***Making Effective Decisions:*** It means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well reasoned justifiable decisions.

- ***Collaborating and Partnering:*** Requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.
- ***Changing and Improving:*** People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. This is about creating and contributing to a culture of innovation and allowing people to consider and take managed risks.
- ***Delivering at Pace:*** Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

Skills:

Essential

- Excellent written and oral communication skills in English language,
- Ability to work both in a team and autonomously
- Experience in leading and managing a team
- Excellent interpersonal and management skills
- Good knowledge of MS Office, including Word and Outlook

Desirable but not essential

- Previous security experience in either the corporate, military or government sectors
- Spoken Arabic desirable but not essential

Eligibility:

The successful applicants will need a high level UK security clearance. Candidates therefore must be of British, American, Australian, Canadian or New Zealand nationality in order to gain the level of clearance required.

Working Conditions and Remuneration:

The Embassy offers an attractive working environment and remuneration package for the role, including: salary of 1151 Omani Riyals per month inclusive of all allowances; recreational facilities including a swimming pool and social club.

Normal working hours are 07:30 – 14:30 Sunday to Thursday. However, the successful candidate may sometimes be required to work outside normal working hours.

There is a holiday entitlement of 30 days per year following successful completion of a 3 month probation period. Holidays that have already been booked will be honoured. There are also national holidays determined annually by the Embassy which usually total 14 days per year. Training will be provided as necessary.

Application Process:

To apply for this position you must have a valid visa for Oman.

Interested applicants should forward the following documents (in English only) to: muscat.recruitment@fco.gov.uk

Please add the following under the subject of your e-mail: **PSM - [applicant's name]**.

- (a) Cover letter stating why they feel they have the necessary skills to perform well in the position.
- (b) A typed CV of no more than three pages.
- (c) A completed Application Form. Kindly ensure that concrete examples of each competence will be provided on the application summary section of the form.

The above should be submitted in a doc (word) file format, MS Office 1997 – 2003.

The closing date for applications is **7th January 2016**.

Applications received after the stated deadline will not be considered. Telephone applications and enquiries will not be accepted.

The successful applicant's employment will only be confirmed after the completion of any security clearance/checks. The checks can take several weeks to complete and the applicant will only be employed if the UK security clearance is granted.

The British Embassy Muscat is an equal opportunities employer, dedicated to inclusivity, a diverse workforce and valuing difference. Staffs recruited locally by the British Embassy are subject to Terms and Conditions of service according to local Muscat employment law.