



Vacancy Announcement

Position Title: Assistant Security Director
Reports To: Security Director
Location: Kabul, Afghanistan

AUAF Background:

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer four undergraduate academic majors and an MBA program. We follow a strict non-discriminatory policy and applicants from all ethnic, religious, and economic backgrounds are encouraged to apply. We are a young and growing dynamic university with a student population of nearly 1,100 and we hope to reach 1,250 students by the fall 2019 academic semester. We have expanded operations to the 75-acre international campus across the street from our original campus. Construction is ongoing for additional classroom and lab buildings to help meet the growing needs of our student population.

Position Summary

Reporting to the AUAF Director of Security, the Assistant Security Director is responsible for the day to day coordination of services, systems and programs in providing a safe working, studying and living environment for the American University of Afghanistan (AUAF) campus community. The Assistant security Director must provide leadership in a customer friendly environment with excellent people skills, positive attitude, overall good judgment, and ability to operate in an austere and fluid environment. Excellent verbal, written and computer skills are essential in this role coupled with the ability to follow instructions, and maintain confidentiality.

Key outcomes include:

- Provide specialist security consultancy and security management services to clients operating in complex or hostile environments
- Develop and implement tailored, cost effective tactical and operational risk mitigation strategies
- Manage and provide effective leadership to the security team and ensure that:
 - Resources are appropriately and efficiently allocated to key areas of work and that priorities are always covered adequately
- Deputize for the Security Director in overseeing the security function including the investigation of incidents and complaints (and reporting with recommendations).

Major Duties and Responsibilities:

Responsibilities include training and supervision of all AUAF safety and security staff, proactive education, response to incidents, emergency planning and response, incident investigation and implementation of security and safety policies, procedures and protocols over two independent campuses in a non-permissive environment.

- a. Protection of AUAF's PPMI
- b. Safety and protection of personnel against injury or death, damage from any preventable cause including fire, theft, damage or destruction, trespass, espionage, or sabotage
- c. Daily operational management of a large contracted Private Security Company (PSC)
- d. Collaboration with AUAF departments, staff, faculty and students to promote cohesive and effective partnerships
- e. Promotion of key mitigation measures for access control
- f. Evaluation of incidents and determination of the best course of action
- g. Employing mitigation methods to prevent potential security breaches
- h. Reporting and tracking of all incidents (Incident Management)
- i. Effective and efficient use of resources to key identified areas to ensure adequate cover at all times
- j. Liaison with external agencies and departments for visiting dignitaries and large scale events
- k. Identification of training gaps and allocation of timely resources to address these gaps
- l. Maintenance and review of Standard Operating Procedures (SOP's)
- m. Maintenance and review of business contingency and continuity plans
- n. Maintenance of all training records

Required Qualifications:

- a. Must possess a minimum of 5 years' experience within the risk management industry, three of which having been spent in post-conflict environments and at least two in Afghanistan
- b. Must have extensive previous military or law enforcement experience with demonstrated managerial progression
- c. Relevant experience in a similar role
- d. Incident management and leadership experience of working in a high-profile, high-pressure operational environment
- e. Enthusiastic and committed approach with a track record of building strong, trusted base relationships with colleagues and stakeholders at all levels
- f. A sound working knowledge of security best practice and legislation affecting the security role
- g. Strong management and leadership skills together with excellent communication, influencing, negotiating and engagement skills
- h. Experience of writing procedures, drafting reports, preparing business cases and compiling and adjusting duty rosters to meet shortfalls in staffing levels
- i. Ability and experience of deputizing for direct line manager during periods of absence or leave.

- j. Ability to build and maintain key relationships in a culturally diverse environment and negotiate the resolution of conflicting views to enable project implementation
- k. Must be able to communicate in English with accuracy and fluency in order to participate fully and effectively in conversations on a variety of topics in formal and informal settings from both concrete and abstract perspectives
- l. A working knowledge and demonstrated proficiency in Microsoft Office products, including Word, Excel, and PowerPoint and knowledge of electronic security systems
- m. Ability to work as part of a team and on own initiative
- n. Flexible, organised and able to work under pressure
- o. Confident and well presented with excellent attention to detail
- p. Ability to prioritize and work on own initiative, within tight deadlines
- q. Experience of the correct use of security technology (integrated CCTV & alarms)

Skills:

- Senior management experience
- Policy development
- Experience in project development and management
- Decision-making ability to accomplish strategic aims and objectives
- Business acumen

Submission Guideline:

To apply, please send a cover letter, curriculum vitae, and contact information for three references to jobs@auaf.edu.af. Please include "**Assistant Security Director**" in the subject line of the email.

Application Deadline: The search committee will begin the review of candidates on July 20, 2019.