



Consolidated Bank of Kenya Ltd is Kenya's SME bank of choice that provides flexible financial solutions that support our customers in achieving success. The Bank is well positioned, with presence in majority of the country's business hubs to continually offer pleasant and convenient services. We seek to recruit a high caliber, results oriented and self-driven individual to fill the position of **Security & Anti-Fraud Manager**.

SECURITY & ANTI-FRAUD MANAGER

Job Type

Three (3) year Contract.

Job Purpose

Reporting to the Head of Operations & Central Processing, the Security & Anti-Fraud Manager will be the chief Adviser to the Bank management on all matters pertaining to security. She/he will be responsible for all security aspects at the Head office and will liaise with the Branch Managers to ensure security procedures are observed and up held by all staff.

Key Responsibilities

- Formulate appropriate security policies and procedures to guide the Bank.
- Plan detailed security measures to ensure that all business development and branch network growth incorporates suitable security arrangements and that these are implemented in line with Central Bank of Kenya rules.
- Provide proper and continuous liaison between the Bank and external security agencies.
- Advise the Bank's line managers correctly on the implementation of Bank security details.
- Develop internal security manuals to guide Bank operations.
- Liaise with security firms to ensure that their security obligations are discharged properly as per contract.
- Represent the Bank in all security forums.
- Carry out regular safety appraisal reviews across the bank.
- Occasionally assist in vetting all staff to confirm compliance with all security measures.
- Perform occasional investigations relating to various matters in the Bank.
- Plan, budget and co-coordinate the functions of the Security section.
- Establish Business Continuity Plans.
- Business Risk Assessment Analysis.

- Undertake Security Surveys.
- Participate and train staff on safety and security issues

Qualifications and Competencies

- Be a holder of a bachelor's degree in Criminology or Social Sciences from a recognized university.
- Should have professional training in Fraud or Security Management.
- Should be a member of a Professional association such as Institute of Certified Fraud Examiners or any other relevant bodies.
- Should have at least seven years' experience in both physical security and Fraud Management.
- Should have experience in carrying out investigations with the police force.
- Should have a good grasp of the criminal justice system, forensic and intelligence led investigations, statements recording and chain custody of exhibits.

Method of Application

Qualified and interested candidates who meet the above requirements should send their application in **HARD COPIES** quoting the title of the position applied for on the cover letter and envelope, together with a detailed Curriculum vitae, copies of certificates and the contact information of three referees to:

**The Head of Human Resources
Consolidated Bank of Kenya Limited
P.O. Box 51133 - 00200
NAIROBI**

All applications should be sent through the above address **ONLY**, and received no later than **5.00 p.m. on Wednesday, 19th April 2023**. Only selected candidates will be contacted.

Consolidated Bank of Kenya Limited is an equal opportunity employer.