



Sonali Bank Limited
Head Office, Dhaka.

Human Resource Development Division



দৃষ্ট শপথ মুজিব বর্ষে
আমরা যাবো সবার শীর্ষে

**Request for Expression of Interest for selection of Chief
Security Officer(CSO) in the rank of Deputy General Manager.**

Sonali Bank Limited authority invites proposals for providing services as Chief Security Officer (CSO) from Retired Major/equivalent officer of Armed forces.

Job Description :

- 01) To work as the Head of Security and Protocol Department under direct supervision of the concerned General Manager of Sonali Bank Limited with full authority
- 02) To prepare security plan with special emphasis on identifying strategic/critical areas of Head Office, Branches, other offices of Sonali Bank Limited and implement the same with the help of concerned Division.
- 03) To assess required number of security personnels, technical personnels (for security), equipments and to implement the plan as prepared.
- 04) To ensure necessary command, control & direct all those security personnels as the situation demand.
- 05) To take necessary steps to ensure safety and security of Head Office, all the branches and other offices of Sonali Bank Limited.
- 06) To deploy Banks own and outsourced (including police, ansar, godown staff) security personnels in the Banks premises to control unauthorized access and to protect burglary.
- 07) To supervise the duties of all the security supervisors and implement orders/instructions related to security through them.
- 08) To carry out surprise checking from time to time on implementation of security measures in all the branches and report it to the concerned GM with necessary comments/suggestions to take the necessary steps to overcome the drawbacks or shortfalls as per circulated instructions.
- 09) To keep close contact with various law and order enforcing Govt. agencies including Key Point Installation Defence Committee(KPIDC) and deploy police force/escorts as and when required.
- 10) To pay routine visit to monitor or to review the security arrangements of all the branches/offices/Head Office of Sonali Bank Limited suddenly and to take necessary steps for improvement.
- 11) To pay periodical inspection to all the branches of Sonali Bank Limited.
- 12) To arrange security training of security personnels with the help of Police Department or private security training center in a planned way.
- 13) To create security awareness, arrange training amongst all the members including executives in all the Sonali Bank Training Institutes.
- 14) To take necessary steps to include safety, security & rescue measures in the plan from the begging of a construction/opening of a branch office to reduce complicity.



- 15) To remain updated with the political situation which may hamper the security measures of the bank.
- 16) To follow-up, carry out and implement the instruction to be given by the Bank management from time to time regarding banks security measures which are not mentioned in the ToR.

Educational Qualification : Minimum Graduation/equivalent degree from any reputed University .

Experience : Retired Major/equivalent officer of Armed forces.

Age limit : Maximum 52(Fifty two) years (As on 04-02-2021).

Tenure: 02(Two) years on contractual basis and renewable on the basis of performance.

Remuneration: Negotiable.

The following papers/documents to be submitted with duly signed application:

a) Detailed Curriculum Vitae, b) A recent Pasport size attested photograph, c) Attested copies of all academic certificates, d) Experience certificate, if any, e) Nationality certificate from ward commissioner/union parishad chairman, f) Copy of NID, g) Documents of normal retirement from the service of Army, h) An appreciation of the assignment in one page, and i) Contact addresses (mailing address, e-mail, mobile/telephones numbers).

Complete application must be submitted to the following address by **04/02/2021**.

Only short listed candidates shall be contacted for interview.

Bank reserves the right to accept or reject any application or annul the process without assigning any reason.

General Manager (Incharge)
Sonali Bank Limited
Human Resource Development Division
Head Office, Dhaka.

