Sonali Bank PLC

Head Office, Dhaka.

Human Resource Development Division

Request for Expression of Interest for Selection of Chief Security Officer (CSO) in the Rank of Deputy General Manager.

Sonali Bank PLC, the largest state-owned commercial bank of the country, emerged as a limited company on June 03, 2007, by way of registration with the Registrar of the Joint Stock Companies & Firms in Dhaka.

The Bank operates a network of 1,235 branches, including two overseas branches in India. It has deposits of approximately Tk. 2(two) trillion. It has four subsidiaries: Sonali Investment Limited, Sonali Exchange Company Incorporated (SECI), Sonali Bangladesh (UK) Limited, and Sonali Pay UK Limited. In addition, the Bank has one associate company, Sonali Intellect Limited, and three representative offices abroad.

The Chief Security Officer (CSO) leads security initiatives and heads the overall security strategy of the Sonali Bank PLC. This includes performing security risk assessments and implementing security policies. The CSO will report to and work in close consultation with the concerned General Manager, Deputy Managing Director and Managing Director of the Bank.

Key Job Responsibilities:

1. The Chief Security Officer (CSO) shall serve as the head of the Security and Protocol Division under the direct supervision of the concerned General Manager of Sonali Bank PLC and shall exercise full authority in all matters relating to security and protocol management.

2. He shall formulate a comprehensive security plan with special emphasis on identifying strategic and critical areas of Head Office, branches, and other offices of Sonali Bank PLC and ensure its effective implementation in coordination with the relevant divisions.

3. He shall assess and determine the required number of security and technical personnel (for security), as well as the necessary equipment, and implement the plan as prepared.

4. He shall exercise the necessary command, control, and direction over all security personnel as the situation demands.

5. The CSO shall take necessary measures to ensure the overall safety and security of the Head Office, branches, and other establishments of Sonali Bank PLC at all times.

6. He shall deploy both in-house and outsourced security personnel, including the Police, Ansar, and godown staff, to prevent unauthorized access and burglary within the Bank's premises.

7. The CSO shall supervise the duties of all Security Supervisors to ensure proper implementation of security-related instructions and directives through them.

8. The CSO shall conduct surprise inspections to verify the implementation of security measures across branches and submit reports to the concerned General Manager, including comments and recommendations for overcoming any drawbacks or shortfalls as per circulated instructions.

9. He shall maintain close liaison with law enforcement and government security agencies, including the Key Point Installation Defense Committee (KPIDC), and arrange for police deployment or escorts as required.

10. He shall pay routine and unannounced visits to monitor and review the security arrangements of all branches, offices, and the Head Office of Sonali Bank PLC, and take necessary steps for improvement.

11. He shall carry out periodic inspections of all branches and offices, including the Head Office, to ensure compliance with prescribed security standards.

12. The CSO shall arrange training programs for security personnel in coordination with the Police Department or accredited private security training centers.

13. He shall promote security awareness among all employees, including executives, by organizing training sessions at the Sonali Bank Staff College and training institutes.

14. The CSO shall ensure that safety, security, and rescue measures are incorporated at the initial stage of construction or branch opening to avoid future complications.

15. He shall remain updated on the prevailing political and social environment that may affect the Bank's security measures and take proactive actions as necessary.

16. He shall conduct regular security risk assessments of the Head Office, branches, ATMs, cash transit operations, and sensitive installations, and submit analytical reports with recommendations for risk mitigation to the concerned authority.

17. The CSO shall oversee cash-in-transit (CIT) operations and ensure the security of ATMs through the deployment of guards, CCTV systems, alarms, and other electronic monitoring tools.

18. The CSO shall ensure coordination between physical security and information/ cybersecurity systems, particularly in data centers, server rooms, and ATM networks, in collaboration with the IT Division.

19. He shall develop, implement, and periodically update the Bank's business continuity, disaster recovery, and crisis management plans to effectively respond to emergencies such as fires, floods, political unrest, or terrorist threats.

20. He shall supervise the installation, operation, and maintenance of modern security technologies, including CCTVs with central monitoring, biometric access control, RFID systems, and alarm/fire detection equipment.

21. He shall work closely with the relevant divisions to monitor, detect, and prevent fraud, collusion, or any security breaches within the Bank.

22. The CSO shall prepare and submit security reports to the management every six months, covering security status, incidents, investigations, and remedial actions.

23. He shall evaluate, approve, and monitor the performance of outsourced security providers (e.g., private security agencies, cash transport companies) and ensure service-level agreements (SLAs) and accountability are maintained.

24. He shall organize and conduct regular emergency evacuation drills, fire drills, and medical response exercises to safeguard employees, customers, and assets of the Bank.

25. He shall follow up, carry out, and implement the instructions given by the Board of Directors/Bank Management from time to time regarding the Bank's security measures which are not mentioned in the Terms of Reference (ToR).

The Managing Director of Sonali Bank PLC hereby invites proposals from eligible Bangladeshi candidates for the position of Chief Security Officer (CSO) at the rank of Deputy General Manager. The appointed candidate will be vested with full executive authority, responsibility, and accountability for the Bank's Security and Protocol Division. Candidates must possess the qualifications and experience specified below:

Required educational qualifications and experience:

Educational Qualifications	Experience
1. Minimum graduation or equivalent degree from any reputed university. 2. A third division, class, or equivalent in any academic examination will not be acceptable.	1. Retired major/equivalent officer from the Armed Forces.

Tenure: 02 (two) years

Age Limit: Maximum 52 years (As on 29/09/2026).

Remuneration:

1. Monthly salary and allowances totaling 2,50,000.00 (Basic Salary 1,15,000.00 + House Rent 50,000.00 + Medical Allowance 15,000.00 + Entertainment Allowance 10,000.00 + Utility 15,000.00 + Travel Allowance 45,000.00) taka;
2. **Other Financial Benefits:** Two Festival Bonuses per year, each equivalent to the basic salary, and an Incentive Bonus in accordance with the Bank's rules. TA/DA, a monthly Newspaper Bill, and Cellphone Bill shall be provided at the rates applicable to executives of the rank of Deputy General Manager (DGM).

Complete application must be submitted to the following address by 29/09/2026. The application must include a detailed curriculum vitae with a recent passport size photograph, a copy of the National Identity Card (NID), attested copies of all academic and experience certificates, permanent address, contact address (present address, e-mail, telephone), an appreciation of the assignment (maximum one page), and any other relevant information.

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

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