**Qualification Requirements**

The person employed in the position of **Manager** shall meet the following requirements:

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| **Education** | * Higher (or postgraduate) education
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| **Work experience** | * Practical experience in law enforcement bodies and/or security units for no less than 5 years.
* Of which no less than 3 years in managerial positions
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| **Professional knowledge[[1]](#footnote-1)** | * Knowledge of legislation, regulatory acts, other standard documents of the Republic of Kazakhstan and requirements in the field of physical security, as well as defense of strategic facilities;
* Practical experience in the field of ensuring economic, internal, information-technical security for no less than 3 years;
* Knowledge of legislation and normative requirements in the sphere of fight with terrorism;
* Knowledge of anticorruption legislation of RoK;
* Practical experience, knowledge and abilities in organizing pass control in the companies;
* Knowledge of criminal, criminal-procedural, administrative, administrative-procedural, labor legislation of RoK;
* Awareness of rules and norms in the aspect of civic defense and industrial safety, as well civic protection;
* Regulatory acts of RoK, methodical materials re relevant issues of works executed;
* Knowledge of subsoil and environment protection rules;
* Knowledge of rules and norms on safety and health, industrial sanitary, fire fighting protection;
* Knowledge of bases of risk management and internal control systems;
* Practical knowledge in internal investigations and audits
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| **Additional knowledge** | * Computer skills at the level of confident user of office programs (MS Word, MS Excel, MS Power Point and others.). ability to work with postal programs. Ability to operate 1 C “Enterprise”;
* Availability of “B” category drive license;
* Managerial work skills (experience of managing human resources);
* Ability to analyze the situation and quickly make managerial and other decisions;
* Experience in planning and defending budget;
* Practice of interacting with state authorities (including, court, law enforcement, executive );
* Ability to work in team;
* Skills of preparing and holding presentations;
* Skills of public presentations and defense;
* Experience of working with collegial bodies and commissions;
* Ability to handle the equipment and program complexes of security systems (including the systems of video observation, control and access management systems, perimetral and alarm safety signalling).
* Knowledge of procedure of concluding and executing ecobnomic contracts;
* Skills of systematizing , accounting and keeping legal documentation with the use of modern information technologies;
* Awareness of bases of economics, labor, operation and management organization;
* Knowledge of modern means of information technologies, computation techniques, communication and connection;
* Knowledge of rules and norms of labor protection.
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| **Personal qualities** | * Ability to accurately state the information and draw analytical documents;
* Ability to quickly process huge volumes of information;
* Excellent communication and oratory skills;
* Ability to work independently and in team;
* Stress resistance;
* High degree of performance;
* Deep personal responsibility;
* Ability to bring the start to its logical end.
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Duties

To fulfill his/her job duties Manager shall be entitled to:

* Ensure physical protection and security of the Company facilities;
* Development, introduction and implementation of actions on ensuring due level of economic, internal, information-technical security;
* Holding, participation in internal investigation and inspection;
* Preparing materials as per results of internal investigation and inspections in the form of conclusions, reports, presentations with deductions and recommendations. Defense of materials to the Company management at Staff committee and/or other collegial bodies.
* Control and assessment of executing contractual liabilities by contracting security organization, as well as other contracting organizations and/or persons as per civic contracts involved by Security department;
* Immediate administration with activity and control over performance of contractual liabilities by contracting security employees on provision of safety of the Company inventory;
* Organizing control over the state and non stop functioning of integrated safety systems (including, video observation, perimetric, security alarm signaling, control and access management systems and others);
* Development and implementation of actions of antiterrorist defense of Company facilities in compliance with legislation and other regulatory requirements;
* Development and implementation of methodology on ensuring all security directions of the company facilities and protection of its legal interests;
* Organization of primary inspection actions on definite facts of requirement violation on ensuring Company and employees safety;
* Organization and control over access of visitors to the Company territory in line with acts of employer and internal documents of the Company;
* Preparation of reports and plans for the Company management, as well as NAC “Kazatomprom” JSC;
* Timely notification of management on the breach of policies and procedures of the Company, acting legislation of the Republic of Kazakhstan, preparation and submission of initial information messages on such cases to immediate supervisor and/or the head of the following level;
* Assistance in conducting inspections and study on security state by representatives of state audit and oversight authorities;
* Control over compliance with procedures and policies of the Company in ensuring security by contracting organization employees;
* Organization of periodic control audits of services rendered by contracting security organization;
* Bringing in recommendations on improving integrated security systems, defense of employees, inventory and produced finished goods of the Company;
* Execution of duties of immediate supervisor in case of his/her absence;
* Participation in quarterly inspections on compliance with fixed accounting norms and physical protection of uranium product, security of the Company;
* Fulfilling individual tasks and objectives set by immediate supervisor, General director and other chiefs of the Company, as well as operative meetings within the competence;
* Assistance in mitigating failures in the work of security equipment and systems;
* Elaboration and implementation of mobilization plans, as well as actions on ensuring nonstop Company activity;
* Detecting operation and other risks in the activity of company and staff. Working out actions and recommendations for the company management to mitigate or prevent detected risks;
* Detecting, preventing and interception of illegal actions of staff and/or third parties re the Company, interests and assets of the Company, as well as its staff. Preventing the damage to economic and business interests of the Company;
* Ensuring personal compliance with rules and norms on safety and health, industrial and labor discipline, labor discipline rules, all approved policies, procedures, instructions and other acts of Employer with the competence;
* Honest, timely and quality implementation of job duties in conformance with Constitution of the Republic of Kazakhstan, regulatory acts of the Republic of Kazakhstan, acts of employer and other documents of the Company, this job description (provided that execution in the volumes and deadlines deems impossible or any issues arise Employee shall prolong the deadline for execution of this task, instruction and etc.).
1. Professional knowledge assumes the listing of: international documents (for example, international quality standards, international financial reporting standards); statutory regulatory legal acts of RoK (for example, Labor Code, Tax Code); legislation regulatory acts of RoK (for instance Labor code, Tax code); state norms and standards of RoK; characteristics of the position work processes; methodological materials, mechanisms, systems and requirements for fulfillment of job duties; decrees, regulations, orders, methodological and regulatory materials of the Company; documents regulating the work of the department/structural subdivision/section. [↑](#footnote-ref-1)