



View Vacancy - Post Security Manager EO DAR

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Job Category: Foreign, Commonwealth and Development Office (Operations and Corporate Services)

Job Subcategory : Security

Job Description (Roles and Responsibilities)

The Post Security Manager will support the Regional Security Adviser and Post Security Officer in the delivery of effective, proportionate safety and security measures across the British High Commission in Dar es Salaam, the British High Commission office in Dodoma, UK-based staff residences and other locations used for official activity. The role will help safeguard staff, families, visitors, information and assets during normal operations, while strengthening the Mission's preparedness for emergencies and periods of crisis.

The jobholder will provide day-to-day operational security management and act as a principal point of contact for routine security matters. Working closely with the Regional Security Adviser, Corporate Services colleagues, the contracted security provider, Umoja House partners, host-nation authorities and other diplomatic missions, the jobholder will help ensure that physical, personnel and procedural security measures remain effective and appropriate to the assessed threat.

The role requires sound judgement, discretion and the ability to respond calmly to changing situations. It includes oversight of guarding services, access control, residential security, security equipment, personnel clearances, staff briefings, incident reporting, emergency exercises, major-event security and implementation of recommendations arising from professional security reviews.

Roles and responsibilities

Operational security and protective security, 40%

- Support the Regional Security Adviser and Post Security Officer in implementing effective security measures across the High Commission, the Dodoma office, staff residences and official events.
- Act as the first point of contact for routine operational-security enquiries and promptly report significant incidents, breaches, equipment faults, vulnerabilities and emerging concerns to the Regional Security Adviser.
- Conduct routine security inspections of offices, residences and other locations, maintaining accurate records and following through agreed remedial actions.
- Help maintain effective physical and technical security measures, including CCTV, alarms, radios, emergency response systems, access-control equipment, gates, barriers, lighting and other protective-security assets.
- Manage staff and visitor access arrangements, including the issue and withdrawal of passes and maintenance of accurate access-control records.
- Coordinate security arrangements for official visits, major events and periods of heightened tension, ensuring that measures and additional resources are proportionate to the assessed risk.
- Support personnel-security processes, including local staff clearances.
- Assist with the implementation and tracking of recommendations arising from Overseas Security Adviser visits, security inspections, audits and other professional reviews.

Guarding and contract management, 30%

- Provide day-to-day client oversight of the contracted guard service covering Umoja House, the Dodoma office and UK-based staff residences.
- Monitor delivery against the contract, post instructions and agreed key performance indicators, including staffing levels, punctuality, conduct, training, equipment, reporting standards and completion of agreed actions.
- Hold regular operational meetings with the contractor's supervisors and contract-management team, recording decisions, actions and areas requiring improvement.
- Conduct routine and unannounced inspections of guard posts, occurrence books, patrol records, attendance records, uniforms, communications equipment and other operational resources.
- Ensure guards understand relevant post orders and emergency procedures and are properly prepared to respond to incidents, including fire alarms, security alerts, medical emergencies and other contingencies.
- Review guard-training records and support exercises or refresher training covering access control, searching, incident response, first aid, customer service and diplomatic security.
- Check that contractor reports, including attendance, patrol, radio-check, guard-tracking and incident reports, are received, reviewed and acted upon.
- Maintain effective working relationships with the security contractor while escalating persistent service failures or significant non-compliance to the Regional Security Adviser.

Security awareness, emergency preparedness and incident response, 20%

- Deliver security inductions and briefing material for new staff, visitors, temporary-duty personnel and families, and contribute to regular awareness activity for the wider Mission.
- Support the planning, delivery and recording of emergency exercises, including evacuation, lockdown, communications and other appropriate security drills.

- Maintain or contribute to security procedures, emergency instructions, contact records, call-out arrangements and relevant sections of contingency and business-continuity plans.
- Respond to security incidents and provide timely, accurate reports, ensuring that actions and lessons identified are recorded and followed through.
- Conduct proportionate research and monitoring of local security developments, crime trends, protests and other issues that could affect staff, residences, travel or Mission operations.
- Maintain effective liaison with relevant host-nation authorities, diplomatic security counterparts, other missions and private-security partners.
- Participate in the Mission's crisis-management arrangements and undertake an on-call role, including responding outside normal working hours when operationally required.

Security administration, resources and continuous improvement, 10%

- Maintain accurate records of security incidents, breaches, inspections, exercises, training, passes, clearances, equipment and contractor performance.
- Support the management and forecasting of the Post security budget, process relevant invoices and purchase requests, and ensure appropriate records are retained.
- Maintain inventories of security equipment and coordinate servicing, repair or replacement when necessary.
- Produce clear written reports, assessments, briefing notes and recommendations for the Regional Security Adviser, Post Security Officer and senior management.
- Identify opportunities to improve procedures, professionalise service delivery and strengthen the security culture across the Mission.
- Undertake other reasonable security-related duties appropriate to the grade, particularly during major events, incidents or crises.

Essential qualifications, skills and experience

- Relevant experience in operational security, protective security, policing, the military, government, diplomatic security, corporate security or a comparable environment.
- Experience of supervising, monitoring or working closely with contracted guarding or other security-service providers.
- Understanding of physical security, access control, CCTV, alarm systems, communications equipment and incident-response procedures.
- Ability to assess security issues, identify practical mitigations and make sound decisions, including when information is incomplete or time is limited.
- Strong written and spoken English, with the ability to prepare concise and accurate reports, briefings, instructions and records.
- Strong interpersonal skills and the ability to communicate confidently and professionally with staff, contractors, senior managers, authorities and external partners.
- Good organisational skills, attention to detail and the ability to manage several competing priorities.
- IT literacy, including confident use of Microsoft Word, Excel, Outlook and PowerPoint. Willingness and ability to participate in an on-call arrangement and respond outside normal working hours when required.

Desirable qualifications, skills and experience

- Experience in a diplomatic mission, international organisation, critical infrastructure or comparable security-sensitive environment.

- Experience of contract management, service-level monitoring or using key performance indicators.
- Experience of security incident investigation, crisis response, contingency planning or emergency exercises.
- Experience of conducting physical-security inspections or residential-security assessments.
- Knowledge of Tanzanian law-enforcement, emergency-service or private-security structures.
- Relevant professional qualification or training in security management, risk management, health and safety, fire safety, investigations or emergency planning.
- Experience of budget monitoring, procurement or management of security equipment and maintenance.

Level of language required: Proficient

English and Swahili, both to C2. A high standard of written and spoken English is essential for briefings, incident reports, correspondence and liaison with Mission staff and external partners. Proficiency in Swahili is essential for effective engagement with contracted guards, service providers, members of the public and host-nation authorities.

Required behaviours

Communicating and Influencing, Delivering at Pace, Making Effective Decisions, Managing a Quality Service, Working Together

Application deadline: 14 October 2026

Grade: Executive Officer (EO)

Type of Position: Fixed term, with possibility of renewal

Working hours per week: 35.5

Region: Africa

Country/Territory: United Republic of Tanzania

Location (City): Dar Es Salaam

Type of Post: British High Commission

Number of vacancies: 1

Salary: TZS 4,006,592 (Base salary is subject to tax and other statutory deductions) Plus an additional 10% on-call allowance

Type of Salary: monthly

Start Date: 1 November 2026

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