



## **CAREER OPPORTUNITY**

KCA University is a dynamic private business and technology university committed to quality service and ethical practices. KCA University seeks to recruit a candidate to fill the following position;

### **SECURITY AND SAFETY OFFICER**

The position holder shall be responsible for protecting KCA University assets against threats and possible risks through proactive security initiatives that are in line with the existing university policies and procedures.

#### **Key Responsibilities and Tasks**

- Oversee security and safety operations on the town campus, including management of events and special assignments.
- Implement security measures as stipulated in the University security plan.
- Manage access control procedures on the campus, including searches, vetting of visitors, and issuance of gate passes to persons and vehicles.
- Ensure accurate and timely reporting and booking of security incidents in the Occurrence Book.
- Generate weekly and monthly reports on all security threats on the university assets and infrastructure.
- Conduct internal investigations and recommend measures to the management.
- Coordinate the monitoring of the CCTV and conduct inspections within the entire university campus.
- Supervise, coach and mentor outsourced security personnel to ensure vigilance and effective performance of duties as stipulated in the contracts and operating procedures.
- Coordinate the maintenance of fire safety equipment to ensure compliance with the maintenance schedules in line with OSH standards.
- Conduct security and safety audits within the campus and submit recommendations to management.
- Ensure proper key management - movement and clear chain of custody.
- Liaison with government law enforcement and other security stakeholders to enhance security measures in the campus.

- Gather intelligence on potential security threats and disseminate updates to management.
- Conduct security and safety awareness in the campus.
- Coordinate evacuation procedures in case of an emergency.

### **Academic Qualifications**

- Bachelor's degree in Criminology or Security management from a recognized university in Kenya.
- Military or paramilitary training as a Non-Commissioned Officer
- Basic investigation course from a recognized institution
- Certified first aider and firefighter.
- Member of a registered professional security organization

### **Work Experience**

- At least 6 years' relevant working experience in security and safety in a busy corporate or government organization.
- Experience in a University or educational institution setup, specifically in a security role, is an added advantage.

### **Competencies**

- Ability to maintain a high level of integrity and confidentiality
- Possess investigative and report-writing skills
- Computer literate
- Clear understanding of data protection law
- Excellent communication skills
- Ability to work for long hours

### **How to Apply**

Interested candidates who meet the above requirements should apply through the link <https://forms.gle/HowYq6zCBQ4QDWrr7> by **25<sup>th</sup> July 2024**.

Only shortlisted candidates will be contacted.

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