

SECURITY OFFICER - OPERATIONS - (KET 6) TWO (2) POSITIONS REF: KET/5/1C/40/209-B Vol I (04/2024) ON PERMANENT AND PENSIONABLE

Reporting to the **Senior Security Officer Operations**.

Job Purpose

This job is responsible Coordinating implementation of security Procedures and Work Instructions for effective and efficient security management in the Company's premises and Installations.

Key Responsibilities/Duties/Tasks

- i). Supervising the Security Agents/Regional Officers
- ii). Ensuring that the Company staff and service providers comply with security policies, regulations and guidelines
- iii). Ensuring systematic filing and documentation of all security operation files and reports
- iv). Ensuring all contracted security personnel are well conversant with work procedures and work standing orders.
- v). Ensuring effective and efficient manning of CCTV and Access Control to the Company's premises to detect any unlawful access or interference.
- vi). Supervising contracted security personnel and other security agencies
- vii). Conducting routine physical security inspections of Company's premises, assets and transmission lines;
- viii). Undertaking Security Risk Assessments and Security Inspections;
- ix). Preparing weekly, monthly, quarterly and annual security reports;
- x). Processing monthly security invoices for Security Service Providers as laid down in the Security Procedures and Work Instructions in a timely manner;
- xi). Assisting in the training and sensitization of the Company staff on issues relating to security threats;
- xii). Performing security surveillance in the Company Premises, Transmission Lines (both complete and under construction);
- xiii). Proactively collecting, collating and disseminating relevant security intelligence that can be used to prevent security breaches against employees, assets and installations;
- xiv). Attending to all operational security related incidents as directed in liaison with other government security organs;
- xv). Identifying gaps in the existing security setup and make recommendation for amendment where necessary.

Qualifications & Skills required

- i). A bachelor's degree in social sciences/ security management or equivalent qualification from a recognized institution,
- ii). Served in the Police Service/Military and attained the rank of Inspector/Captain
- iii). Management course lasting not less than three months from a recognized institution.
- iv). Investigations/Intelligence course lasting not less than one (1) month.
- v). Supervisory course lasting not less than two (2) months.
- vi). Computer literate
- vii). A minimum of five (5) years relevant work experience.

Working Conditions: Office setting & Field visits

MANDATORY REQUIREMENTS FOR ALL POSITIONS

Applicants MUST provide the following documents on application:-

- i). A Signed application letter;
- ii). A detailed Curriculum Vitae indicating current and previous employers, positions held, level of education, current and expected salary, notice period required to take up appointment and names of at least three professional referees;
- iii). Copies of academic and professional certificates; and
- iv). Copy of National Identification Card or Passport.

Important Information to note:

- i). Candidates should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application;
- ii). Only shortlisted and successful candidates will be contacted;
- iii). Canvassing in any form will lead to automatic disqualification;
- iv). Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during interviews; and
- v). It is a criminal offence to present fake certificates/documents.

Only Successful candidates will be expected to present the following Chapter Six Clearance Certificates : -

- a) Valid Certificate of Good Conduct from the Directorate of Criminal Investigations;
- b) Valid Clearance Certificate from Higher Education Loans Board (HELB);
- c) Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA);
- d) Current Clearance from the Ethics and Anti-Corruption Commission (EACC); and
- e) Current Report from an approved Credit Reference Bureau (CRB).

The Company is an Equal Opportunity Employer and is committed to implementing the provisions of the Constitution – Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED, THE MINORITIES AND FEMALE CANDIDATES ARE ESPECIALLY ENCOURAGED TO APPLY.** Applications without the relevant qualifications, copies of documents/details as sought for will not be considered. Any form of canvassing and

giving false information shall lead to automatic disqualification. *Only shortlisted candidates shall be contacted.*

Interested candidates fulfilling the required qualifications should submit their application clearly indicating the position applied for and vacancy Reference No. as the subject heading via the **joblink** posted on KETRACO website.

NOTE: These positions are open to **KENYAN Citizens ONLY.**

The successful candidates for the positions will be offered competitive remuneration package in accordance with the Company guidelines. Candidates who meet the above requirements should submit their applications by 19th April 2024 at 5.00pm so as to reach:-

The Managing Director,
Kenya Electricity Transmission Company Limited,
KAWI COMPLEX, 4th Floor,
Popo Road, South C, along Red Cross Road,
P.O. Box 34942 – 00100,
NAIROBI.

Please note that applications will **ONLY** be via **joblink**, hard copies shall not be considered. Indicate the position reference number as the subject heading candidates **MUST** fill an online form on our website.