



SECURITY MANAGER: NKCC/HR/82/SM /04/01/2024

Job purpose

The Manager is responsible for maintaining safe and secure environment for Company staff, visitors, and company assets.

Key Responsibilities:

- Securing premises and personnel by patrolling New KCC property.
- Monitoring surveillance equipment.
- To Inspect buildings, equipment, and access points.
- Permitting entry and raising alarm in case of Security breach.
- Preventing losses and damage by reporting irregularities.
- Informing violators of policy and procedures.
- Restraining trespassers.
- Compiling reports by recording observations, information, occurrences, surveillance activities.
- Ensure operations of security equipment by completing preventive maintenance requirements.
- Troubleshooting malfunctions; calling for repairs.
- Evaluating new equipment and techniques.
- Investigating incidences of security lapses at New KCC in liaison with the Police and other security agencies.
- Prepare periodical management reports to update management on performance of the security function.
- ***Any other duties as assigned by immediate supervisor.***

Qualifications and Personal Specifications

- Bachelor's degree in any of the following disciplines: - Criminology, Political science, Arts, or any other relevant and equivalent qualifications from a recognized Institution
- Master's degree in criminology, Political science, Arts, or any other relevant and equivalent qualifications from a recognized Institution
- At-least 10 years work experience, Four (4) years in management role
- Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- Professional Qualification in relevant field
- Proficiency Computer applications.