



## **Chief Security Officer – Grade KPC 4**

### **a) Job Specifications**

#### **Systems & Intelligence**

- i. Develop, implement and monitor security strategies, policies and standards in line with the Company's mission and vision.
- ii. Provide advisory services to the company on all matters related to security in their respective functional areas.
- iii. Liaising with national security agencies to ensure security of Company's assets and business operations.
- iv. Carry out intelligence gathering and investigations
- v. Overseeing Incident Response Plan and investigations into security breaches against the Company's.
- vi. Maintain an up to date records of security incidents and trends and reporting for management information and action.
- vii. Advise the Company on security related matters affecting the Company's business and operations.
- viii. Ensure agreed search procedures are used at all company's work stations to deter and detect attempts to remove property from company premises
- ix. Advise the Company on security related matters affecting the Company's business and operations.
- x. Provide technical leadership to multidisciplinary teams to enable them develop, implement and evaluate strategic corporate plans and budgets aimed at improving organisation performance.
- xi. Develop and implement strategies for creating a high performing organizational culture based on transparency, integrity, accountability, performance measurement and results to ensure that programme activities are undertaken on sound management principles and practices.
- xii. Initiate and participate in organizational performance reviews and business process improvement programmes as well as undertake special investigations aimed at improving organizational effectiveness.
- xiii. Participate in the recruitment and selection of staff in order to ensure that the candidates selected have the required job competencies and are provided with orientation and induction programme necessary for effective job performance.
- xiv. Review incidents of violations against organizational policy and regulations as well as handle employee disputes and take appropriate action in line with approved policies, procedures and regulations.

- xv. Coordinate and implement training programs in Quality Control department, aimed at equipping staff with appropriate job competencies in order to improve the design and delivery of high quality services.
- xvi. Plan, monitor and evaluate the performance of staff against set targets and objectives and implementing development action plans aimed at building the capacity of individuals and multi-disciplinary teams

#### **b) Person Specification**

- i. Bachelor's Degree in Security related studies from a recognized university
- ii. Must have served for a minimum of eight (8) years, out of which three (3) year must have been at the level of a Senior Superintendent of Police or equivalent and above or its equivalent experience with a clean record of discharge from any of the disciplined forces
- iii. Have with a clean record of discharge from any of the disciplined forces
- iv. Management course lasting not less than four (4) weeks
- v. Proficiency in computer applications
- vi. Fulfill requirements of Chapter six of the constitution of Kenya
- vii. Demonstrated competency in work performance

#### **c) Key Skills & Competencies**

- i. Effective communication and interpersonal skills
- ii. Ability to write reports
- iii. Must be able to work long hours
- iv. Ability to take initiative and also as part of a team
- v. Flexibility and responsiveness in handling and determining security related issues.
- vi. Demonstrate professional approach and appearance including enthusiasm, drive, commitment, honesty, trust and loyalty
- vii. Flexibility and responsiveness in handling and determining security related issues.
- viii. Demonstrate professional approach and appearance including enthusiasm, drive, commitment, honesty, trust and loyalty.

#### **APPLICATION REQUIREMENTS**

Interested candidates are requested to visit the KPC website [www.kpc.co.ke](http://www.kpc.co.ke) under the Career Opportunities section where the Job Descriptions and Specifications as well as the User Manual containing instructions on how to apply for the positions have been posted.

All applications should be received not later than **Tuesday, 8<sup>th</sup> February 2022.**

Kenya Pipeline Company is an equal opportunity employer committed to diversity and gender equality. Women and persons with disability are encouraged to apply.

Please note that only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.