



CHIEF SECURITY OFFICER (SECURITY OPERATIONS) – GRADE KPC 4 Job Ref No. KPC/ADVT/26/2023 (1post)

a) Job Description

- 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. Manage, train and monitor outsourced security service providers to meet KPC's security objectives and enhance performance.
- v. Advise the Company on security related matters affecting the Company's business and operations.
- vi. Liaise with the provincial administration at all levels on administration matters concerning the security of the Kenya Pipeline.
- vii. Vet hired/contracted security firms by Kenya Pipeline Company
- viii. Develop and implement appropriate controls for all admissions within the operational areas and offices.
- ix. Ensure provision protection and safety of company life, properties and assets.
- x. Ensure all physical security measures in force are inspected regularly and maintained in good working order.
- xi. Provide technical leadership to multidisciplinary teams to enable them develop, implement and evaluate strategic corporate plans and budgets aimed at improving organisation performance.
- xii. 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.
- xiii. Initiate and participate in organizational performance reviews and business process improvement programmes as well as undertake special investigations aimed at improving organizational effectiveness.
- xiv. 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.
- xv. 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.
- xvi. Coordinate and implement training programs in Security department, aimed at equipping staff with appropriate job competencies in order to improve the design and delivery of high quality services.
- xvii. 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
- xviii. Ensure agreed search procedures are used at all company's workstations to deter and detect attempts to remove property from company premises.
- xix. Advise the Company on security related matters affecting the Company's business and operations.

- xx. Initiate and maintain the company's security keys holder in safe custody and emergency call out procedure.
- xxi. Ensure agreed search procedures are used at all company's workstations to deter and detect attempts to remove property from company premises.
- xxii. Ensure continuous review of company security procedures to cope with changing work environment.
- xxiii. Ensure staff are conversant with the company security policies and procedures.
- xxiv. Perform any other duties relevant to the function.

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. Proficiency in computer applications.
- v. 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.
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