



SENIOR SECURITY OFFICER (INVESTIGATIONS & INTELLIGENCE) – GRADE KPC 5 Job Ref No. KP C/ADVT/27/2023 (1post)

a) Job Description

- i. Carry out intelligence gathering and investigations.
- ii. Implement and monitor security strategies, policies and standards in line with the Company's mission and vision.
- iii. Provide advisory services to the company on all matters related to security investigation and intelligence.
- iv. Liaise with national security intelligence agencies to ensure security of Company's assets and business operations.
- v. Ensure effective and efficient investigations into security breaches against the Company.
- vi. Manage, train and monitor outsourced security service providers to meet KPC's intelligence security objectives and enhance performance.
- vii. Provide intelligence information to the Company on security related matters affecting the Company's business and operations.
- viii. Participate in vetting of the integrity suitability of hired/contracted security firms by Kenya Pipeline Company.
- ix. Supervision of all security officers hired guards and attached police officers.
- x. Maintain fully documented enquiry files in respect of investigation concerning matters of criminal nature.
- xi. Maintain security records in respect of Vehicle and visitor's movement, Lost and found registers, Gate passes and Consignment records.
- xii. 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 six (6), two (2) year of which must have been at the level of a Superintendent of Police or equivalent and above or its equivalent experience.
- iii. Have with a clean record of discharge from any of the disciplined forces.
- iv. Proficiency in Crime/Investigation Management.
- v. Knowledge in Cyber Security.
- vi. Proficiency in computer applications.
- vii. Demonstrated competency in work performance.

c) Key Skills and Competencies

- i. Effective communication and interpersonal skills.
- ii. Ability to write reports.
- iii. Must be able to work long hours.
- iv. Ability to work under own 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.