



**SENIOR SECURITY OFFICER (OPERATIONS) – GRADE KPC 5 Job Ref No. KPC/ADVT/28/2023  
(1 post)**

**a) Job Description**

- i. Implement and monitor security strategies, policies and standards in line with the Company's mission and vision.
- ii. Assist in the management, training and monitoring of outsourced security service providers to meet KPC's security objectives and enhance performance.
- iii. Maintain an up-to-date record of security incidents and trends and reporting for management information and action.
- iv. Provide information to the Company on security related matters affecting the Company's business and operations.
- v. Liaison with the regional administration at all levels on administration matters concerning the security of the Kenya Pipeline.
- vi. Participate in vetting of hired/contracted security firms by Kenya Pipeline Company.
- vii. Participate in the development and implementation of appropriate controls for all admissions within the operational areas and offices.
- viii. Initiate and maintain the company's security access controls and ensure adherence to the emergency call out procedure.
- ix. Facilitate provision of protection and safety of company life, properties and assets.
- x. Supervision of all security officers hired guards and attached police officers.
- 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 computer applications.
- v. 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.
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