



**SECURITY OFFICER (INVESTIGATION & INTELLIGENCE) – GRADE KPC 6 Job Ref No. KPC/ADVT/29/2023 (1 post)**

**a) Job Description**

- i. Carry out patrols and physical inspections of Company assets in the assigned area to ensure compliance and identify security lapses for appropriate action.
- ii. Participate in developing, implementing and monitoring security strategies, policies and standards in line with the Company's mission and vision.
- iii. Assist in providing advisory services to the company on all matters related to security investigation and intelligence.
- iv. Assist in liaising with national security intelligence agencies to ensure security of Company's assets and business operations.
- v. Participate in carrying out intelligence gathering, and investigations as directed by supervisor.
- vi. Coordinate maintenance of an up-to-date records of security incidents and trends and reporting for management information and action.
- vii. Assist in developing and implementing appropriate controls for all admissions within the operational areas and offices.
- viii. Participate in providing protection and safety of company life, properties and assets.
- ix. 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 five (5), one (1) year of which must have been at the level of a Chief Inspector 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 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.
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