



ASSISTANT SECURITY OFFICER (SECURITY OPERATIONS) – GRADE KPC 7 Job Ref No. KPC/ADVT/31/2023 (5posts)

a) Job Description

- i. Assist in developing, implementing and monitoring security strategies, policies and standards in line with the Company's mission and vision.
- ii. Assist in providing advisory services to the company on all matters related to security.
- iii. Assist in liaising with national security agencies to ensure security of Company's assets and business operations.
- iv. Participate in carrying out intelligence gathering and investigations as directed by supervisor.
- v. Maintaining an up-to-date record of security incidences and trends and reporting for management information and action.
- vi. Assist in developing and implementing appropriate controls for all admissions within the operational areas and offices.
- vii. Participate in providing protection and safety of company life, properties and assets.
- viii. Perform any other duties relevant to the function.
- ix. Perform any other duties relevant to the function.

b) Person Specification

- i. Bachelor's Degree in security related studies from a recognized institution.
- ii. Must have served for a minimum of five (5), one (1) year of which must have been at the level of Inspector and above or its equivalent experience with a clean record of discharge from any of the disciplined forces.
- iii. Proficiency in computer applications.
- iv. 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. Ability to demonstrate professionalism.