SECURITY ASSISTANT (SECURITY OPERATIONS) – GRADE KPC 9 Job Ref No. KPC/ADVT/32/2023 (2posts)

a) Job Description

i. Assist in implementing policies and standards in line with the Company's regulations.
ii. Participate in supervision of outsourced security services to ensure quality security services are rendered including surveillance.
iii. Assist in investigations into security breaches against the Company's.
iv. Assist in carrying out intelligence gathering and investigations.
v. Assist to maintain an up-to-date databank of security incidences and trends and reporting for management information and action.
vi. Assist in implementing appropriate controls for all admissions within the operational areas and offices.
vii. Assist in providing protection and safety of company life, properties and assets.
viii. Perform any other duties relevant to the function.

b) Person Specification

i. Diploma in security related studies from the uniformed forces
ii. Must have served for a minimum of five (5), one (1) year of which must have been at the level of a Sergeant 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.