



CHIEF SECURITY OFFICER (SECURITY OPERATIONS), GRADE KPC 4 Job Ref No. KPC/ADVT/6/2 024 (1 post)

a) Job Description

- i. Develop, implement, and monitor security strategies, policies, and standards in line with the Company's mission and vision.
- ii. Provide advisory services to the company on matters related to security in their respective functional areas.
- iii. Liaising with national security agencies to ensure security of Company's assets and business operations.
- iv. Coordinate management of outsourced security service providers to meet KPC's security objectives and enhance performance.
- v. Liaise with the provincial administration at all levels on administration matters concerning the security of the Kenya Pipeline.
- vi. Develop and implement appropriate controls for all admissions within the operational areas and offices.
- vii. Ensure provision protection and safety of company life, properties, and assets.
- viii. Ensure all physical security equipment in force are inspected regularly and maintained in good working order.
- ix. Provide technical leadership to multidisciplinary teams in Security operations to enable them to develop, implement and evaluate strategic corporate plans and budgets aimed at improving organization performance.
- x. Participate in developing and implementation of strategies for creating a high performing organizational culture.
- xi. Initiate and participate in organizational performance reviews and business process improvement programmes.
- xii. Participate in the recruitment and selection of staff and support in orientation and induction programme necessary for effective job performance.
- xiii. Review incidents of violations against organizational policy and regulations as well as handle employee disputes and take appropriate action in line with approved policies, procedures, and regulations.
- xiv. Coordinate and implement training programs in Security department, aimed at equipping staff with appropriate job competencies.
- xv. Plan, monitor and evaluate the performance of staff against set targets and objectives and implementing development.
- xvi. Ensure agreed search procedures are used at all company's workstations to deter and detect attempts to remove property from company premises.
- xvii. Initiate and maintain the company's security keys holder in safe custody and emergency call out procedure.
- xviii. Ensure continuous review of company security procedures to cope with changing work environment.
- xix. Ensure staff are conversant with the company security policies and procedures.
- xx. Carry out any other duties as assigned from time to time.

b) Person Specification

- i. Bachelor's degree in security related studies from a recognized university
- ii. Must have served for a minimum of eight (8) years, out of which three (3) year must have been at the level of a Senior Superintendent of Police or equivalent 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 computer applications.
- v. Demonstrated competency in work performance.

c) Key Skills & Competencies

- i. Effective communication and interpersonal skills.
- ii. Ability to write investigative and other reports.
- iii. Must be able to work long hours.
- iv. Ability to take initiative and work with minimum supervision.
- 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.