UNIVERSITY OF NAIROBI

EXTERNAL ADVERTISEMENT

Applications are invited from qualified persons for the position shown below.

DIRECTOR, SECURITY AND SAFETY SERVICES/REGISTRAR EQUIVALENT, GRADE: 15. DIRECTORATE OF SECURITY AND SAFETY SERVICES, ADVERT REF AC/12/283/23 – 1 POST

Basic Salary: Kshs 209,694-283,087
House Allowances: Kshs 73,715

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

a) Have a relevant Bachelor's Degree in security sties or related discipline from a university recognized in Kenya;
b) Masters Degree or its equivalent in Security Studies or related discipline
c) Member of a recognized professional security-related body

Experience and skills

a) 12 years security operations and management experience, of which 3 years should be at Deputy Director or equivalent.
b) Have served as a member of disciplined forces in Kenya
c) Have outstanding professional competence and knowledge in national strategic security and intelligence infrastructure, management and administration.
d) Administrative skills including organization, communication, time management, customer care e) Computer literacy

Duties and Responsibilities

The duties and responsibilities shall include but are not limited to:

a) Overall in charge of the Directorate of security and Safety Services and all private contracted security companies in the University of Nairobi.
b) Conducting of routine and impromptu briefings to the vice chancellor
c) Enforcing compliance with security, Safety and operational procedures through audit, Inspection, convert and overt action.
d) Training staff on security related responsibilities as per the University Security Strategic Plan.
e) Carrying out thorough and complete vetting of University of Nairobi staff and potential employees as directed by the management.
f) Formulate, control budgets for Directorate of security and monitor its expenditure.
g) Developing security strategy and policy for the University and spearheading the Implementation of the University security and safety

h) Maintaining intelligence to all relevant University Staff and key stakeholders.

i) Liaising with government security and other agencies over security matters related to the University of Nairobi. j) Managing security risks and threats in the university

k) Development of reports for management on security status on quarterly basis.

l) Any other duties as assigned by the Vice Chancellor from time to time.

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.

2. Applications and related documents should be addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya

3. Applicants should state their current designations, salaries and other benefits attached to those designations.

4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.

5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
   a. Kenya Revenue Authority
   b. Higher education Loans Board
   c. Ethics and Anti-corruption Commission
   d. Criminal Investigation Department
   e. Credit Reference Bureau.

6. Applications should be emailed as one file in PDF to: appstocouncil@uonbi.ac.ke .

CLOSING DATE: TUESDAY, DECEMBER 26, 2023

THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED