CAREER OPPORTUNITY

KCA University is a dynamic private business university committed to quality service and ethical practices. KCA University seeks to recruit a candidate to fill the following position;

SECURITY & SAFETY ASSISTANT

The job holder will be responsible for providing support to the security function and ensure physical security of company property, assets and employees within the University & Campuses.

PRIMARY RESPONSIBILITIES

- Patrol assigned areas, to ensure personal, building, and equipment security.
- Access Control: Examine doors, windows, and gates to ensure security; use University keys to open and close buildings; monitor closed buildings for unauthorized persons and/or suspicious activities.
- Inform and warn violators of rule infractions, such as loitering, smoking, or carrying forbidden articles.
- Provide escort services for visitors, students, staff, and faculty, as necessary; provides other public assistance, such as lockout services, jump-starts, and routine information.
- Watch out for and report irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel, as required. Further, the officer will assist in Investigations
- Remain alert for the presence of unauthorized persons and/or security code violators; approaches suspicious persons and/or notifies police as appropriate; may confront and/or detain violators, as required, until police arrive.
- Perform periodic checks of emergency call boxes and/or street lights to ensure proper functioning;
- Patrol and monitor assigned parking areas and/or parking garages to provide public security and assistance.

- Maintain security controls for issued University keys; safeguards and controls issued University equipment.
- Confirm guards have reported on duty on time as per the contract and deploy as per agreed assignments.
- Champion QHSE KPIs and audits as cascaded down from the line manager in adherence to OSHA act.

QUALIFICATIONS AND EXPERIENCE

- Diploma in Security Management; Cyber security management, criminology, Security Risk Management, Security and Safety or any other relevant field.
- Three (3) years relevant work experience;
- Computer proficiency.
- Experience of working within an educational environment will be an added advantage

OTHER SKILLS AND COMPETENCIES

- Good investigative skills
- Good report writing skills
- Results oriented
- Attention to detail
- Good interpersonal and communication skills
- Team playing skills
- Ability to follow through on defined task

How to Apply

Interested candidates who meet the above requirements should submit an application letter, a detailed CV, academic certificates and three references via email to hrjobs@kca.ac.ke by 5th May 2022.

Subject of your email should read: **SECURITY & SAFETY ASSISTANT**

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