



18. SECURITY OFFICER II, GRADE 8 (REF. NO. KeNHA/ SECURITY OFFICER / 18/2025) – 1 POSITION

Job Title:	SECURITY OFFICER II	KeNHA GRADE 8	1 Position
Terms of Service	Permanent & Pensionable		
Place of Work:	KeNHA		
Directorate:	Corporate Services		
Reporting to:	Security Officer I		
Supervises:	N/A		

Job Purpose

Responsible for security and safety of all Authority's buildings, rental premises, property, equipment, and people including staff, visitors, and tenants. Also responsible for liaising with security agencies on matters of security.

Job Description

Duties and responsibilities at this level will entail:-

- (i) Arrange security across the Authority to cover all the staff, tenants, visitors, properties, equipment, and machinery;
- (ii) Implement sustainable security systems and monitor to identify areas of improvement in the security of the Authority;
- (iii) Implement CCTV surveillance and liaising with the ICT team to ensure real-time collection of surveillance information;
- (iv) Undertake security sensitization programs for staff and facilitating training for the same;
- (v) Ensure that all staff have staff badge and all visitors provided with visitors' tags;
- (vi) Liaise with law enforcement and other related government agencies;
- (vii) Ensure that all staff, visitors, and contractors within the offices are issued with identification cards and keep track of all the incoming and outgoing goods to ensure the safety of goods;
- (viii) Undertake investigation of security breaches and closing all security cases within set time periods;
- (ix) Liaise with external security providers to ensure the institution is secured;
- (x) Undertake surveillance to prevent losses and damage by reporting irregularities, informing violators of policy and procedures and restraining trespassers;
- (xi) Prepare daily occurrence report;
- (xii) Gather security intelligence and prepare security briefs;

- (xiii) Implement the guidelines, procedures, and manuals of the security function to safeguard the integrity of the security processes of the Authority;
- (xiv) Implement security programs to ensure security, safety and well-being of all personnel, visitors and the premises;
- (xv) Prepare and implement safety measures to respond to emergencies to provide necessary assistance to employees and clients;
- (xvi) Undertake inspection to protect the Authority's assets relative to theft, assault, fire and other safety issues;
- (xvii) Develop periodic reports by recording observations, information, occurrences and surveillance activities;
- (xviii) Maintain records of all crimes and incidents;
- (xix) Undertake security surveys and security inspections of premises; and
- (xx) Enforce institutional compliance with relevant laws and regulations governing security.

Job Specifications

For appointment to this grade, an officer must have:

- (i) Bachelor's Degree in any of the following disciplines: - Security Studies, Criminology and Criminal Justice or equivalent qualification from a recognized institution.