



Daystar University is a chartered inter-denominational and evangelical Christian University whose mission is to develop Christian Servant Leaders for the expansion of God's kingdom in Africa and the world.

We invite applications from suitably qualified candidates to fill the following vacant positions. Applicants to these positions must be committed Christians, who show evidence of involvement in their local churches.

### **CHIEF SECURITY OFFICER**

#### **Purpose of the Job:**

Leading in developing and implementing the security strategy including loss, prevention and access control policies and procedures while coordinating the activities of the security staff in safeguarding the University resources to achieve University objectives.

#### **Requirements:**

- A Bachelor's degree in Security Studies/Criminology or its approved equivalent. A Masters' degree will be an added advantage;
- At least eight (8) years of relevant experience in law enforcement or in security services including four years supervisory experience;
- A clear track record of achievement on the job;
- Paramilitary training;
- Registration with the relevant professional body will be an advantage;
- Christian commitment and practice;

#### **Responsibilities:**

- Leading in developing and implementing the security strategy, policies and procedures in line with overall objectives;
- Overseeing access control and keeping out unauthorized persons and ensuring an updated log of visitors including vehicles;
- Maintaining a data bank of security incidences, reviewing, evaluating and recommending actions on reported incidences including undertaking investigations and corrective measures;
- Coordinating and monitoring security audits and submitting reports to Management;
- Developing solutions in line with recommendations including formulating new procedures and approaches to security;
- Developing, reviewing and implementing security training programmes for University staff and students.

- Overseeing security awareness programs for the University community and ensuring continuous skills upgrade for all security staff;
- Coordinating outsourced security service providers in line with SLAs;
- Coordinating intelligence gathering and disseminating security updates and alerts;
- Coordinating evacuation procedures during emergencies in liaison with University management and other security and safety organs;
- Liaising with other law enforcement agencies to enhance security measures;
- Implementing best practices in security procedures and compliance with University policies and procedures and applicable government and county laws;
- Implementing change initiatives to achieve desired business plans and culture;
- Ensuring appropriate Christian behavior both internal and external in line with the institution's Strategy.

## **SECURITY COORDINATOR**

### **Purpose of the Job:**

Developing and implementing the security strategy including loss, prevention and access control policies and procedures while coordinating the activities of the security staff in the safeguarding of University property to achieve University objectives.

### **Requirements:**

- A Bachelor's degree in Security Studies/ Criminology or its approved equivalent;
- At least five (5) years of relevant experience in law enforcement or in security services including two years supervisory experience;
- Paramilitary training;
- Diploma in Security Studies;
- Registration with the relevant professional body will be an advantage;
- Christian commitment and practice.

### **Responsibilities:**

- Developing and implementing the security strategy in line with overall objectives;
- Managing access control and keeping out unauthorized persons and maintaining a log of visitors including vehicles;
- Maintaining a data bank of security incidences, reviewing, evaluating and recommending actions on reported incidences including undertaking investigations and corrective measures;
- Coordinating and monitoring security audits and submitting to management;
- Developing solutions in line with recommendations including formulating new procedures and approaches to security;
- Developing, reviewing and participating in security training for University staff and students;
- Supervising and/or conducting security awareness programs for the University community and overseeing continuous skills upgrade for all security staff;
- Supervising outsourced security service providers in line with SLAs;
- Carrying out intelligence gathering and disseminating security updates and alerts;

- Coordinating evacuation procedures during emergencies in liaison with University management and other security and safety organs;
- Liaising with other law enforcement agencies to enhance security measures;
- Implementing best practices in security procedures and compliance with University policies and procedures and applicable government and county laws;
- Implementing change initiatives to achieve desired business plans and culture;
- Ensuring appropriate Christian behavior both internal and external in line with the institution's Strategy.

## **ASSISTANT SECURITY COORDINATOR**

### **Purpose of the Job:**

Implementing the security strategy including loss, prevention and access control policies and procedures while coordinating the activities of the security staff in the safeguarding of University property to achieve University objectives.

### **Requirements:**

- A Diploma in Security Studies/Criminology;
- At least five (5) years of relevant experience in law enforcement or in security services;
- Paramilitary training;
- Registration with the relevant professional body will be an advantage;
- Christian commitment and practice.

### **Responsibilities:**

- Implementing the security strategy in line with overall objectives;
- Managing access control and keeping out unauthorized persons and maintaining a log of visitors including vehicles
- Preparing a data bank of security incidences, reviewing, evaluating and recommending actions on reported incidences including undertaking investigations and corrective measures;
- Implementing solutions in line with recommendations including formulating new procedures and approaches to security;
- Conducting security training for University staff and students;
- Conducting security awareness programs for the University community and overseeing continuous skills upgrade for all security staff;
- Supervising outsourced security service providers in line with SLAs;
- Carrying out intelligence gathering and submitting to management;
- Coordinating evacuation procedures during emergencies in liaison with University management and other security and safety organs;
- Liaising with other law enforcement agencies to enhance security measures;
- Conducting security audits and submitting proposals / recommendations for improvement in consultation with Security Coordinator;
- Ensuring implementation and adherence to Security Standard Operating Procedures;
- Monitoring CCTV footage, analyzing and reporting as appropriate;
- Implementing best practices in security matters;

- Implementing change initiatives to achieve desired business plans and culture;
- Ensuring appropriate Christian behavior both internal and external in line with the institution's Strategy.

Those interested in these challenging and rewarding positions should submit their applications and detailed curriculum vitae with names and contacts of 3 referees to the address below on or before: **10<sup>th</sup> May, 2019**

**All applications should be sent by E-mail to: [recruitment@daystar.ac.ke](mailto:recruitment@daystar.ac.ke). Hard copies will not be considered.**

**Kindly note that only short listed candidates will be contacted.**