



KABETE NATIONAL POLYTECHNIC

P.O. BOX 29010 - 00625 NAIROBI. CELL: +254 790000001

info@kabetepoly.ac.ke

RE-ADVERTISEMENT

VACANCY: CHIEF SECURITY OFFICER

The Kabete National Polytechnic is a Public Technical and Vocational Education and Training Institution (TVET) Institution established in accordance with the TVET Act No 29 of 2013, vide Legal Order No 92 of 2016.

The Polytechnic is seeking for qualified candidates to fill the position of Chief Security Officer

a) Duties and Responsibilities

- i. Preparation of unit's budget;
- ii. Taking charge of the welfare of the unit's formulation of security regulations and guidelines for the Polytechnic;
- iii. Directing visitors to various destinations in the Polytechnic;
- iv. Protecting Polytechnic's property including buildings, stores, motor vehicles and equipment;
- v. Inspecting and maintaining records for incoming and outgoing vehicles and visitors;
- vi. Compiling and submitting security report on daily basis;
- vii. Patrolling and/ or guard of access points;
- viii. Prevention of unauthorized persons and vehicles from entering premises and/ or protected areas;
- ix. Controlling and reporting of intruders into restricted areas and prevention and detection of crime;
- x. Compiling and submitting security report on daily and monthly basis and recommending appropriate action;
- xi. Recording security related events in the occurrence book;
- xii. Keeping custody of lost and found property;
- xiii. Conducting induction for new security staff;
- xiv. Conducting drills;
- xv. Ensuring that action is taken on physical deficiencies and lapses in the Polytechnic;
- xvi. Liaising with Police department on security matters within the Polytechnic and its environs;
- xvii. Supervising and conducting performance appraisals for departmental staff.
- xviii. Any other duty that may be assigned by the supervisor

(b) Requirements for Appointment

- i. Must be a Kenyan Citizen
- ii. Served in a comparable and relevant position for a minimum period of seven (7) years;
- iii. Have Kenya certificate of Secondary Education Examination (KCSE) mean grade of D+
- iv. Have certificate of Good Conduct from the Kenya Police Service;
- v. Physical and medical fitness plus a Medical certificate from a Government hospital.
- vi. Certificate in Fire Control will be an added advantage
- vii. Approved enforcement officers course or police training course or Administration police course from a recognized government institution in Kenya will be an added advantage.
- viii. Computer proficiency
- ix. Have good interpersonal team player, integrity and communication skills; and
- x. Have demonstrated professional competence in security work as reflected in performance and results.

● **Monthly Remuneration (Kshs)**

Entry Basic Salary: - 50, 040/-
House Allowance- 16,500/-
Commuter allowance- 5,000/-

● **Terms: Three (3) years contract**

Interested Candidates who meet the above criteria should submit a cover letter, a detailed CV and attach copies of National Identity Card, Relevant Professional and Academic Certificates and Transcripts.

Applications should be addressed to:

The Chief Principal,
Kabete National Polytechnic,
P.O. Box 29010-00625,
Nairobi.

Or to info@kabetepoly.ac.ke

The applications should reach the undersigned not later than 5.00 pm on Friday 16th May 2025.

Please note that only shortlisted candidates will be notified.

Kabete National Polytechnic is an equal Opportunity Employer.

*Approved for
Circulation*


KABETE NATIONAL POLYTECHNIC
P. O. Box 29010 - 00625
Nairobi