

POSITION OVERVIEW

A Chief Security Officer, or CSO, is an executive level manager responsible for the safety and security of University data, personnel, and assets and setting the security goals and objectives of the University. The CSO is responsible for developing and overseeing policies and programs used in the mitigation or reduction of compliance, operational, strategic, and financial security risk strategies relating to the personnel or staff, any assets, and other property.

ROLE AND RESPONSIBILITIES

ADMINISTRATIVE SUPPORT

- Create or implement security standards, policies, and procedures in the University to ensure safety of both staff, students and physical assets at all times;
- Develop, implement, manage, and evaluate policies and methods to protect personnel against harassment, threats, or violence in the University;
- Sensitize, supervise and train staff on security emergency management and contingency procedures for preparedness and equipment with knowledge to avert any disaster;
- Plan, direct, and coordinate security activities to safeguard University's assets, employees, guests, or others on University property;
- Maintain records and charts of crimes and incidents in the University, for traceability and accountability purposes;
- Advise the VC and University Management Board on confidential or sensitive matters and act as a conduit between the University and the police at all levels in order to expedite solutions to difficult situations.

TECHNICAL SUPPORT

- Assess risks to mitigate potential consequences of incidents and develop a plan to respond to incidents if and when they happen in the University;
- Monitor and ensure a sound and safe environment in the University at all times;
- Keep abreast with emerging security threats and devising appropriate information to ensure the University's security is maintained at all times;
- Oversee prompt response by the security staff to medical emergencies, fire alarms, or intrusion alarms, following emergency response procedures;
- Identify, investigate and resolve security breaches in the University. This is by reporting unusual activities in the University to the Vice-Chancellor;
- Plan and design security documents such as passes and registers to ease identification of students, staff, visitors in the University at all times;
- Present periodic returns on the operational security matters to the Vice-Chancellor, in order to inform on the status of the department and areas of improvement;
- Liaise with relevant security agencies in the University, to keep everyone informed on the operational security matters;
- Coordinate investigations and prosecutions of persons held responsible for theft or violence. This ensures that cases are handled and escalated in a right and fair way;
- Prepare and forward security reports monthly to the Vice Chancellor and the Security Committee for appropriate action and decision making;
- Co-ordinate and supervise the functions of the seconded Administrative Police Officers, Internal security and contracted security guards to ensure that they meet the university's expectations;
- Assist with the security training and awareness to all contracted guards to conform to the university internal security needs (done by carrying out routine lectures, compliance physical checks of the guards their assignments);
- Identify and control staff, equipment, students and visitors in and out of the university premises;
- Monitoring movements of university equipment into and out of campus by verifying gate passes;
- Conduct regular searches to unearth crime and criminality and enforcement of all rules/regulations/policies;
- Monitor functionality of perimeter fence, CCTV, fire-fighting equipment and securing lighting system in the university;
- Preventing, detecting and protection against all illegal invasion and destruction of the university's assets and infor-

mation;

- Ensure that all exit and entry point to and from the university are protected and there is a physical presence of guards 24 hours on campus;
- Attend court proceedings to act as witnesses in court cases involving staff, students and other stakeholders within the university.
- Conduct security drills to test on preparedness and vigilance for security emergencies;
- Enforce law and order in the university by arresting offenders and submitting reports to relevant authorities; xxvii. Recommend disciplinary action against students/staff in gross misconduct and security issues;
- Liaise with local police, firemen, county government and ambulances in handling security issues and emergencies.
- Maintain and Manage the Vehicles on behalf of the University
- Authorize the official journeys as per the transport policy.

PROFESSIONAL PROFILE

- Bachelor's degree in Security Management/ Criminology/ Social Sciences or its equivalent from a recognized institution
- Master's degree in the relevant area of specialization from a recognized institution will be an added advantage
- Must have held the position of Inspector of Police or equivalent and with not less than 5 years experience.
- Trained on Investigation, Security Management, Emergency Preparedness and those who have worked in institution of higher learning will have an added advantage.
- Must be computer literate.

PERSONAL ATTRIBUTES

- CSO's should have knowledge in administration and management, personnel and human resources, customer and personal service, law and government; skills should include judgement and decision making, complex problem solving, critical thinking, speaking, coordination, emotional intelligence; and oral and written comprehension.

APPLICATION PROCEDURE

Interested applicants are advised to send copies of their academic and professional certificates, certificate of good conduct and addresses of **three (3) referees** who are conversant with the applicant competence in the area of specialization. All application must be submitted to the address below on or before **23rd June, 2022**.

Applications, clearly marked "**Application for the position of Chief Security Officer**", must be submitted **on or before 23rd June, 2022** via email to career@umma.ac.ke and should be send to the below address.

Kindly quote the reference number indicated above.

NB: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

Umma University is an equal opportunity employer. Women, marginalized groups and persons living with disability are encouraged to apply.

**The Vice Chancellor,
Umma University,
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Email: career@umma.ac.ke
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