



**JOMO KENYATTA UNIVERSITY  
OF  
AGRICULTURE AND TECHNOLOGY**  
**P. O. BOX 62000-00200, CITY SQUARE, NAIROBI. KENYA. TEL: 67-5870000/1/2/3/4/5**  
**OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION)**

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**JKU/ADM/3E**

**10/11/2017**

**INTERNAL ADVERTISEMENT**

Jomo Kenyatta University of Agriculture and Technology (JKUAT) is a public university which aspires to be a university of global excellence in Training, Research and Innovation for Development. In line with her vision and strategic direction, the University seeks to consider suitable candidates **currently serving the Department of Security** to fill the following positions.

**VACANCIES**

**1.0 SECURITY OFFICER I, GRADE 10, REF/JKU/SEC/11/17/1**

**Duties and Responsibilities**

- i. Daily briefs to the CSO through the ranks/ hierarchy
- ii. Preparation ration of duty roasters
- iii. Implementing standard operating procedures for the department
- iv. Perform weekly duty officer duties for the department
- v. Coordinating the duties of security supervisors
- vi. Management of investigations (cases)
- vii. Gathering and analysis of intelligence
- viii. Maintenance of inventory and chain/ custody of exhibits and departmental equipment

**Qualifications**

Applicants must possess the following minimum qualifications:

- i. Bachelor's Degree in the relevant field (Security) with basic training in disciplined forces and five (5) years' experience in Grade 9 or equivalent position
- ii. Served with any of the discipline forces of Kenya or any other reputable Security Firm with a Discharge Certificate
- iii. Have a certificate of Good Conduct Certificate, First Aid Certificate and Fire Fighting Certificate

**OR**

- i. Commissioned Officers in the Disciplined Forces at the level of Chief Inspector of Police or Administration Police or equivalent or Major in the Armed Forces with Five (5) years' experience in Grade 10 or equivalent position
- ii. Holders of Master's Degree in the relevant field will have an added advantage
- iii. Those with Good track record of handling investigations and intelligence will have an added advantage



## **2.0 SECURITY OFFICER II GRADE 9 REF/JKU/SEC/11/17/1**

### **Duties and Responsibilities**

- i. Deployment of guards/ caretakers/ janitors to respective assignments
- ii. Beat checking for both internal and contracted services
- iii. Reporting of security incidents to CSO through the ranks
- iv. Maintenance of occurrence book, registers and other records
- v. Supporting guards/ caretakers/ janitors at respective stations during crisis
- vi. Care of all firefighting equipment's
- vii. Apprehension of offenders
- viii. Recruitment of intelligence contacts
- ix. Surveillance
- x. Recording of statements of incidents

### **Qualifications**

Applicants must possess the following minimum qualifications:

- i. Bachelor's Degree in the relevant field (Security) with basic training in disciplined forces and five (5) years' experience in Grade 8 or equivalent position
- ii. Served with any of the disciplined forces of Kenya or any other reputable Security Firm with a Discharge Certificate
- iii. Have a certificate of Good Conduct Certificate, First Aid Certificate and Fire Fighting Certificate

### **OR**

Commissioned Officers in the Disciplined Forces at the level of Inspector of Police or Administration Police or equivalent or Captain in the Armed Forces with Five (5) years' experience in Grade 8 or equivalent position

## **3.0 SECURITY OFFICER III, GRADE 8 REF/JKU/SEC/11/17/3**

### **Duties and Responsibilities**

- i. Deployment of guards/ caretakers/ janitors to respective assignments
- ii. Beat checking for both internal and contracted services
- iii. Reporting of security incidents to CSO through the ranks
- iv. Maintenance of occurrence book, registers and other records
- v. Supporting guards/ caretakers/ janitors at respective stations during crisis
- vi. Care of all firefighting equipments
- vii. Apprehension of offenders
- viii. Recruitment of intelligence contacts
- ix. Surveillance
- x. Recording of statements of incidents

### **Qualifications**

Applicants must possess the following minimum qualifications:

- i. Diploma in the relevant field (Security) from a recognized institution with five (5) years' experience in Grade 7 or equivalent position
- ii. Served with any of the disciplined forces of Kenya or any other reputable Security Firm with a Discharge Certificate
- iii. Have a certificate of Good Conduct Certificate, First Aid Certificate and Fire Fighting Certificate



**OR**

Commissioned Officers in the Disciplined Forces at the level of Inspector of Police or Administration Police or equivalent or Captain in the Armed Forces

**OR**

Bachelors' Degree in the relevant field with basic training in disciplined forces

**4.0 ASSISTANT SECURITY OFFICER, GRADE 7 REF/JKU/SEC/11/17/4**

**Duties and Responsibilities**

- i. Deployment of guards/ caretakers/ janitors to respective assignments
- ii. Beat checking for both internal and contracted services
- iii. Reporting of security incidents to CSO through the ranks
- iv. Maintenance of occurrence book, registers and other records
- v. Supporting guards/ caretakers/ janitors at respective stations during crisis
- vi. Care of all firefighting equipments
- vii. Apprehension of offenders
- viii. Recruitment of intelligence contacts
- ix. Surveillance
- x. Recording of statements of incidents

**Qualifications**

Applicants must possess the following minimum qualifications:

- i. Diploma in the relevant field (Security) from a recognized institution with five (5) years' experience in Grade 6 or equivalent position
- ii. Served with any of the disciplined forces of Kenya or any other reputable Security Firm with a Discharge Certificate
- iii. Have a certificate of Good Conduct Certificate, First Aid Certificate and Fire Fighting Certificate

**OR**

Non-Commissioned Officers in the Disciplined Forces with five (5) years' experience in Grade 6 or equivalent position

**5.0 SECURITY SUPERVISOR/ SENIOR JANITOR SUPERVISOR, GRADE 6  
REF/JKU/SEC/11/17/1/5**

**Duties and Responsibilities**

- i. Deployment of guards/ caretakers/ janitors to respective assignments
- ii. Beat checking for both internal and contracted services
- iii. Reporting of security incidents to CSO through the ranks
- iv. Maintenance of occurrence book, registers and other records
- v. Supporting guards/ caretakers/ janitors at respective stations during crisis
- vi. Care of all firefighting equipments
- vii. Apprehension of offenders
- viii. Recruitment of intelligence contacts
- ix. Surveillance
- x. Recording of statements of incidents

**Qualifications**



Applicants must possess the following minimum qualifications:

- i. Diploma in the relevant field (Security) from a recognized institution with five (5) years' experience in Grade 5 or equivalent position
- ii. Served with any of the disciplined forces of Kenya or any other reputable Security Firm with a Discharge Certificate
- iii. Have a certificate of Good Conduct Certificate, First Aid Certificate and Fire Fighting Certificate

**OR**

Non-Commissioned Officers in the Disciplined Forces.

**6.0 SECURITY GUARDS I / JANITOR SUPERVISOR, GRADE 5 REF/JKU/SEC/11/17/6**

**Duties and Responsibilities**

- i. Management of access control duties at access points (buildings and gates)
- ii. Record keeping
- iii. Movable asset control
- iv. Emergency response
- v. Maintenance of law and order
- vi. Foot patrols and crime prevention
- vii. Apprehension of offenders
- viii. Assisting staff, students and members of public
- ix. surveillance

**Qualifications**

Applicants must possess the following minimum qualifications:

- i. Diploma in the relevant field (Security) from a recognized institution with five (5) years' experience in Grade 4 or equivalent position
- ii. Served with any of the disciplined forces of Kenya or any other reputable Security Firm with a Discharge Certificate
- iii. Have a certificate of Good Conduct Certificate, First Aid Certificate and Fire Fighting Certificate

**7.0 SECURITY GUARDS II /JANITOR, GRADE 4, REF/JKU/SEC/11/17/7**

**Duties and Responsibilities**

- i. Management of access control duties at access points (buildings and gates)
- ii. Record keeping
- iii. Movable asset control
- iv. Emergency response
- v. Maintenance of law and order
- vi. Foot patrols and crime prevention
- vii. Apprehension of offenders
- viii. Assisting staff, students and members of public
- ix. surveillance

**Qualifications**

Applicants must possess the following minimum qualifications:

- i. Must possess a KCSE certificate



- ii. Should have worked with any of the Disciplined Forces of Kenya or any other reputable Security Firm with a Discharge Certificate
- iii. Have a certificate of Good Conduct
- iv. Training and serving with the National Youth Service will be an added advantage for non-disciplined service category

***NOTE: The internal advert is for internal growth and ONLY staff currently serving in the Department of Security at JKUAT are eligible to apply.***

**How to Apply:**

Applicants should:

- (i) Submit **three (3) copies** of the letters of application, certificates, testimonials and updated curriculum vitae to include full details of education and professional qualifications, experience, present salary, names and addresses of three referees, one of whom must be from the present employment.
- (ii) Indicate clearly the position on the application letter and on the envelope which should be addressed to:  
The Deputy Vice Chancellor (Administration),  
Jomo Kenyatta University of Agriculture & Technology,  
P.O. Box 62000-00200, City Square, **Nairobi.**  
So as to be received on or before **1<sup>st</sup> December 2017**

***JKUAT is an equal opportunity employer.***

