



EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University, a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University has a vacancy for the position of **Security Supervisor Grade A**.

SECURITY SUPERVISOR GRADE A. 1 POSITION REF: PU/ADV/14/03/2023

REQUIREMENTS FOR THE POSITION OF SECURITY SUPERVISOR GRADE A

This is an entry position in the security ranks in the University and appointment is either on permanent and pensionable terms or on a two (2) year renewable performance-based contract depending on age, citizenship and any other reason.

Academic Qualifications

The candidate **MUST** have a minimum of a Diploma in Criminology or its equivalent from a recognized institution.

Experience

The candidate **MUST** have served as a Corporal or Constable in the Armed forces or a Senior Security Guard for a period of two (2) years with proven integrity, honesty, independence, innovativeness, compliance to deadlines and following orders.

Skills and knowledge

The candidate must have skills in:

- First Aid
- Good public relations
- Good communication (fluent in English and Kiswahili)
- Crime detecting skills
- Computer applications.

In addition the applicants should:

- Be physically fit
- Have a certificate of good conduct from the Kenya Police
- Have held a clean record of service

Duties and responsibilities

Duties and responsibilities of the Security Supervisor Grade A will include but not limited to:

1. Protecting people and property
2. General Administration and discipline of security personnel including staff welfare
3. Preserving public peace within the University

4. Preventing commission of offences
5. Supervising proper maintenance of gate passes, vehicle movement book, visitors register and occurrence book.
6. Supervising security officers under him or her
7. Maintaining high standard of discipline among guards under his supervision
8. Ensuring the preparation of monthly and quarterly reports pertaining to security work
9. Ensuring the preparation of monthly and quarterly reports pertaining to security work.
10. Any other duty as assigned by the Head of Section/ Department

TERMS OF SERVICE

Benefits for the above positions include a competitive basic salary, house allowance, medical cover for staff and dependents, life Insurance, opportunities for further development and training and other regular allowances as determined by SRC.

Interested applicants should submit four (4) copies of their application accompanied by a detailed Curriculum Vitae providing details of age, marital status, academic and professional qualifications, work experience, present post and salary, email address, telephone, names and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Applications and letters of recommendation from referees should be addressed to:

**The Vice Chancellor
Pwani University
P. O Box 195-80108, Kilifi**

Candidates with foreign qualifications MUST submit a Certificate of Recognition from the Commission of University Education (CUE)

Pwani University is an equal-opportunity employer, female candidates and persons living with disability are encouraged to apply. The latter should attach their National Council for Persons with Disability (NCPWD) Certificate.

The deadline for submitting applications is **Wednesday 22nd March 2023**. Applications received later than this date **will not** be considered

Please Note that: Only shortlisted candidates will be contacted.

Canvassing will lead to automatic disqualification

NO FEE

PWANI UNIVERSITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT)