JOB DESCRIPTION

POSITION   **:** Manager, Security, Safety, Health, Environment & Quality

LOCATION   **:** Head Office

REPORTS TO   **:** Chief Executive Officer

JOB GROUP   **:** NOC 3

JOB HOLDER   **:** Vacant

JOB PURPOSE

Reporting to the Chief Executive Officer, the ideal candidate will be responsible for the management and delivery of round-the-clock companywide physical and personnel security requirements and ensure compliance to Environment, Health and Safety standards and quality regulations as well as total compliance of ISO procedures.

KEY RESPONSIBILITIES AND TASKS

- Implementing strategies on security and safety management, crime prevention, investigations and prosecutions;

- Advising Management on appropriate measures and standards on security and safety of company assets;

- Manage all aspects of physical and personnel security for company facilities and staff;

- Investigating, following-up and resolving security issues/cases and Environment Health & Safety (EHS) incidences affecting company in liaison with law enforcement agencies;

- Sensitizing staff on general insecurity trends, personal/residential security awareness and EHS in liaison with law enforcement agencies;

- Establishing and maintaining linkages with law enforcement agencies to enhance company security;

- Undertaking activities related to security management such as security sweeps, penetration tests, intruder detection, alarm response tests, security surveys and internal security audits;

- Formulating and continuously reviewing policies, processes and procedures on security and EHS;

- Managing security personnel seconded by contractors on service provision;

- Reviewing safety method statements, initial Environmental Impact Assessment, environmental audit, training manuals and organization's work instructions and procedures;

- Maintaining of ISO certification;

- Developing a Security Safety Health & Quality (SSHEQ) communication strategy for the Corporation and its staff;

- Developing of SSHEQ standards and procedures;

- Developing and maintaining the departmental budget; and

- Coaching, mentoring and developing the SSHEQ team.

PROFILE

Academic Qualifications
- Master's degree in Security/ Risk Management or any other relevant field from a recognised institution;

- Bachelor's degree in Military Science/Security Management/Environmental Science/ Occupational Health & Safety or any other relevant field from a recognised institution;

Professional Qualifications
- Training in Integrated Security Management Systems (ISMS).

- Evidence of Risk Investigation training from a recognised institution.

Experience
- At least 10 years' relevant experience 5 of which should be at managerial level managing Security, Safety, Health, Environment & Quality.

- Intellectual leadership in managing people, operations and financial resources;

- Ability to think strategically and design long term plans;

- Quality management skills;

- Disaster preparedness and management skills;

- Investigations skills;
- Report writing skills;
- Good negotiation skills;
- General knowledge of Kenyan laws & Government EHS incidence regulations pertaining to law enforcement

Candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya on leadership and integrity, and are thus required to submit clearance certificates from the following institutions together with the job application:

- Kenya Revenue Authority (Tax Compliance Certificate)
- Higher Education Loans Board
- Ethics & Anti - Corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Report from an approved Credit Reference Bureau (CRB)

Evidence of on-going clearance is admissible subject to satisfactory results (presentation of a clearance certificate from the above institutions) before the selection process.

Applications should reach us not later than 17.00 hours on Tuesday 15th October 2018.
Only short-listed candidates shall be contacted.

Canvassing shall lead to automatic disqualification.
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