



**NATIONAL SYNDemic DISEASES
CONTROL COUNCIL**

Ending Syndemic Diseases as Public Health Threats in Kenya

nsdccc.go.ke



Job Title	Security Officer
Grade	NSDCC 7
Corporation/Organization	National Syndemic Diseases Control Council
Directorate	Human Resource Management and Administration
Department	Administration
Section / Unit	N/A
Location / Workstation	Head Office, Nairobi
Reporting Relationships	
Reports to	Senior Security Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
Responsible for ensuring security and safety of all Council's buildings, rental premises, property, equipment, and people including staff, visitors, and tenants. Also responsible for liaising with security agencies on matters of security.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ol style="list-style-type: none">1) Ensure security efforts across the organization to cover all the staff, tenants and visitors, properties, equipment, and machinery.2) Implement security policies and procedures across all operations of the organization and ensuring adherence to the same.3) Implement sustainable security systems and monitoring the same to identify areas of improvement in the security of the organization.4) Implement of CCTV surveillance and liaise with the ICT team to ensure real-time collection of surveillance information.5) Ensure that security sensitization programs for staff and facilitate training for the same.	



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- 6) Ensure that all staff have on the staff badge and all visitors provided with visitor's tags; and
- 7) Ensure that all staff, visitors, and tenants within the offices are issued with identification cards and keep track of all the incoming and outgoing goods to ensure the safety of goods.

Job Dimensions:

I. Financial Responsibility

N/A

II. Responsibility for Physical Assets

Responsible for physical assets i.e., office space, ICT equipment, cabinets, safe, furniture, Equipment and accountable documents.

III. Decision Making / Job Influence

- 1) Security decisions; and
- 2) Operational decisions.

IV. Working Conditions

The role is performed in an office setting with occasional field assignments locally, regionally and internationally.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

Bachelor's degree in criminology or equivalent qualification from a recognized institution.

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required.

N/A

Functional Skills, Behavioral Competencies/Attributes:

- 1) Analytical skills.
- 2) Interpersonal skills.
- 3) Problem solving skills.
- 4) Counselling skills.
- 5) Computer Skills.
- 6) Report Writing Skills.
- 7) Communication Skills.
- 8) Conflict resolution Skills.



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- 9) Time management skills.
- 10) Resilience Skills.
- 11) Creativity and innovative.
- 12) Result-driven.
- 13) Excellent listening skills.
- 14) Organization skills.