



MAMA NGINA UNIVERSITY COLLEGE

CAREER OPPORTUNITIES IN A FAST GROWING INSTITUTION

Mama Ngina University College (MNUC) is a constituent College of Kenyatta University (KU) that was established by *Legal Notice No. 193* issued in accordance with the *University Act No. 42 of 2012* and published as the *Mama Ngina University College Order* on September 2021. The University College seeks to recruit competent and dedicated applicants to fill the following position:

1.0 OFFICE OF THE DEPUTY PRINCIPAL

a) POST OF SENIOR SECURITY OFFICER - GRADE E/F - REF: MNUC/DP/SSO/001/2025

Areas of Specialization – Criminology/ Security Studies/ Criminal Justice/ or related field.

Person Specifications

- i. An earned Bachelor's Degree in Criminology/ Security Studies/ Criminal Justice or its equivalent from an accredited and recognized institution;
- ii. Minimum six (6) years cumulative relevant work experience;
- iii. Certificate of clean record of discharge from any of the disciplined forces;
- iv. Proficiency in Crime/Investigation Management;
- v. Knowledge in Cyber Security;
- vi. Possess a valid basic first aid certificate;
- vii. Proficient in computer applications.

OR

- i. Be at the rank of an inspector/equivalent and above from disciplined forces;
- ii. Minimum nine (9) years cumulative relevant work experience;
- iii. Certificate of clean record of discharge from any of the disciplined forces;
- iv. Proficiency in Crime/Investigation Management;
- v. Knowledge in Cyber Security;
- vi. Possess a valid basic first aid certificate;
- vii. Proficient in computer applications.

Job purpose

This cadre of Staff is responsible for the overall coordination and operations of the University College Security services.

Duties and responsibilities;

- i. Head the University College Security Department;
- ii. Coordinate University College internal, outsourced and SGB & VIP protection officers;
- iii. Coordinate and undertake office and field-based investigations into allegations of violations of policies, procedures, standards, guidelines, and applicable rules and regulations in the University;

- iv. Coordinate preparation and/or prepare comprehensive reports and ad hoc briefs pertaining to investigations and, based on analysis and findings, make solid recommendations for corrective actions, improved controls and efficiency of security operations;
- v. Address security concerns affecting staff and students of the University College;
- vi. Manage the work-flow of cases assigned to the Security Officers;
- vii. Provide advice on and promote best practices with respect to investigations;
- viii. Assist in the development and implementation of Investigators' trainings;
- ix. Gather and analyze intelligence to develop preventive strategies that enhance the security of the University's College assets and operations;
- x. Assist in developing and delivering security training programs and sensitization initiatives to promote compliance with security standards and policies;
- xi. Assist in planning and coordinating responses to security incidents, conduct investigations into violations, contribute to disciplinary or legal proceedings when required, and ensure thorough documentation of all activities;
- xii. Maintain an up-to-date database of security incidents and trends, generating reports for management decision-making and action;
- xiii. Mentor, coach and develop security staff to enhance their skills and performance;
- xiv. Liaise with law enforcement stakeholders when needed;
- xv. Perform any other relevant duties and responsibilities as may be assigned by the Deputy Principal from time to time.

TERMS OF SERVICE

Employment for the above position will be on a two-year (2-yr) renewable contract subject to satisfactory performance. The appointed candidate will be remunerated as per the Inter Public University Councils Consultative Forum (IPUCCF) and 2021- 2025 CBA approved salary rates.

APPLICATION PROCEDURE

1. Candidates may submit manual (hard copy) or electronic (online) applications.
2. All applications should be submitted together with a detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials.
3. Scanned copies of the stated documents must accompany the online application.
4. Those applying online should send their applications to recruitment@mnu.ac.ke
5. Manual applications should be submitted in a sealed envelope clearly marked for the position being applied for and delivered to:

**Human Resource Office,
Mama Ngina University College,
P.O Box 444-01030,
GATUNDU.**

6. All applications should reach Mama Ngina University College on or before **1st September, 2025** not later than **5.00 p.m.** (East African Time).

MNUC is an equal opportunity employer and canvassing will lead to automatic disqualification.

PLWD'S and those from marginalized communities are encouraged to apply

Only shortlisted candidates will be contacted.