



## MAMA NGINA UNIVERSITY COLLEGE

### CAREER OPPORTUNITY 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/001/2026

**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, and 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](mailto: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:

**The Principal,  
Mama Ngina University College,  
P.O Box 444-01030,  
GATUNDU.**

6. All applications should reach Mama Ngina University College on or before **20<sup>th</sup> January, 2026** 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.**