



JOB DESCRIPTION

Position Title	Assistant Chief Security - Operations
Department/School	Security
Reports to	Chief Security Officer
Position Level	Band 1 (GSS)
Purpose Of the Role	The Assistant Chief Security - Operations is responsible for supporting the development, implementation, and oversight of security operations across the university campus. This role ensures the safety and security of students, faculty, staff, visitors, and university assets by managing security personnel, coordinating security procedures, and responding to security incidents effectively. The ideal candidate will demonstrate strong leadership, operational expertise, and a commitment to maintaining a secure academic environment.
Detailed Roles & Responsibilities	
Service	<ul style="list-style-type: none"> • Assist the Chief Security Officer in planning, directing, and coordinating campus security operations/activities. • Oversee daily security operations or activities, including patrols, access control, surveillance, and incident response. • Respond promptly to security incidents, providing assistance and support to affected individuals and security personnel. • Promote a culture of safety and security awareness across the university community.
Quality	<ul style="list-style-type: none"> • Conduct risk assessments and implement measures to mitigate security threats. • Investigate security incidents, prepare detailed reports, and recommend corrective actions. • Develop and enforce security policies, protocols, and emergency response procedures to ensure high standards of safety.

Team Work	<ul style="list-style-type: none"> • Foster a collaborative and professional work environment within the security team. • Communicate effectively with team members and university stakeholders to ensure clarity and alignment of security objectives. • Manage security personnel, including scheduling, training, performance evaluation, and professional development.
Qualification	<p>Minimum Qualification Requirement of Form 5 and up is preferable, with more than five (5) years of work experience in security duties, policing and law enforcement agencies.</p>
Key Deliverables	<ul style="list-style-type: none"> • Timely and attentive to all security operations on all University campuses. • Effective management, coordination and monitoring of all University campus boundaries. • Effective engagement with Staff, Students, and surrounding communities to create safe and secure campuses. • Timely investigation and resolution of security incidents. • update, and enforce comprehensive security policies, procedures, and emergency response plans. • Promote security awareness and engagement among students, staff, and faculty. • Security operations meet all relevant standards and regulations.
Key Selection Criteria (KSC)	<p>1. Experience</p> <ul style="list-style-type: none"> • Demonstrated experience in leading security teams, managing operations, and implementing security protocols. <p>2. Leadership and Management Skills</p> <ul style="list-style-type: none"> • Ability to motivate and lead a team towards achieving operational excellence. <p>3. Problem-Solving and Decision-Making Abilities</p> <ul style="list-style-type: none"> • Ability to remain calm and effective under pressure during security incidents. • analytical skills to assess security risks and develop appropriate response strategies.

	<p>4. Commitment to Service and Continuous Improvement</p> <ul style="list-style-type: none"> • Demonstrated commitment to providing high-quality security services. <p>5. Integrity and Ethical Conduct</p> <ul style="list-style-type: none"> • High level of integrity, confidentiality, and ethical standards in handling security matters. <p>6. Communication and Interpersonal Skills</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Ability to liaise effectively with diverse stakeholders
Compliance	<ul style="list-style-type: none"> • Adhere to SINU policies, Regulations, OHS, and Code of Conduct. • Support Quality Assurance and Shaping of Students for Academic Excellence.
Terms and condition	<p>This position is offered on a Fixed Term contract of Five (5) Years, Subject to performance review and renewal in accordance with university Policies.</p> <p>Annual Salary Range: \$ 43,920.72 - \$68,447.11</p> <p>Annual Leave Entitlement: 20 working days</p> <p>Annual Gratuity: 15% of annual basic salary (paid biannually)</p> <p>Housing: A 15% housing allowance of basic salary and or access to university rental policy schemes</p>
	<p>SECTION H - APPROVAL (Business use only) <i>This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:</i></p>



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Director Human Resource

30th June 2026
Date-Approved

Additional Comments: