

## Security Officer Job description

Siaya Education Project popularly known as SEP is a not for profit organization registered in Kenya and working in Siaya County in western Kenya region. SEP stands on five pillars comprising of a set of programs targeting in school youths through provision of holistic education by developing their capacities in academia, skills and talent development, entrepreneurship, community service and mainstreaming cross cutting issues.

## Our Vision

A society in which all youths have access to the necessary skills and resources to realize their full potential

## Our Mission

To support youths in acquiring holistic education to enable them achieve their dreams and to contribute meaningfully to society

## Our Core Values

- Open mindedness
- Compassion
- Integrity
- Respect
- Transparency

## How We Work

SEP core mandate comprises of four programmatic areas comprising of Academic development; Skills and Talent development; Entrepreneurship development and Community Service. SEP directly implements these programs. The other thematic areas comprising of Sexual and Reproductive Health Rights (SRHR); Physical, Emotional and Psychological support program and Environmental management are clustered under cross cutting issues. This means that while implementing the four core programs, the cross cutting issues are equally taken into consideration because they impact on the four core programs. SEP works in collaboration with other stakeholders with expertise in these cross cutting issues through networking and collaboration.

With funding from Stichting Siaya SEP has been implementing academic development programs in Ugunja Sub County in Siaya County for the last 7 years. This comprises of mentorship activities for in school youths over the school holidays and also supporting the academically gifted students whose families are not in a position to pay school fees by giving full or partial scholarship.

With funding from Amplifychange a UK based organization, SEP is introducing Sexual and Reproductive Health Rights (SRHR) Program in Gem Sub County in Siaya County. This program is aimed at supporting teenage mothers by providing Comprehensive Sexuality Education and counseling services at designated SEP Youth Friendly Spaces.

SEP is looking for a Security Officer to offer surveillance inside and outside of premises, and ensure people and valuables on the premises are safe and out of harm's way. The Security Officer will be reporting to Office Administrator with the following roles and responsibilities;

- Patrolling premises regularly to maintain order and establish presence
- Monitoring and authorizing entrance of vehicles or people in the property
- Undertake the surveillance of premises and protection of staff and visitors.
- Detecting any suspicious behavior and preventing vandalism, thefts or other criminal behavior.
- Secure all exits, doors and windows after end of operations
- Investigate people for suspicious activity or possessions
- Respond to alarms by investigating and assessing the situation
- Provide assistance to people in need
- Apprehend and detain perpetrators according to legal protocol before arrival of authorities
- Submit reports of daily surveillance activity and important occurrences

## Requirements and skills

- Proven experience as security officer or guard
- Knowledge of legal guidelines for area security and public safety
- Familiarity with report writing
- Excellent surveillance and observation skills
- Tech-savvy with experience in surveillance systems
- Trained in First Aid/BLS and self-defense

## How to apply

Interested candidates should submit a two page Curriculum Vitae with a forwarding letter to: [sepkenyaa@gmail.com](mailto:sepkenyaa@gmail.com) no later than 30 November 2023. Only those who meet the set criteria will be contacted for interviews. Salaries and remunerations will be considered based on proof of ability to deliver.