



UNIVERSITY OF EMBU

P.O. BOX 6-60100, EMBU, KENYA

Website: www.embuni.ac.ke

JOB VACANCY

The University of Embu (UoEm) is seeking to recruit suitably qualified and experienced individual to fill the following position:

NON-TEACHING STAFF POSITION

SECURITY OFFICER - (Ref: UoEm/SO/11/2022)

Applicants must have a Master's degree in Security Management or a related field from a recognized institution of higher learning. In addition, the applicant must:

- i. Have served as a Security Officer or equivalent position for a period of five (5) years preferably in an institution of higher learning **OR** has served as a police officer for five (5) years and attained the rank of an Inspector or its equivalent;
- ii. Have proven experience in conducting criminal investigations.* This does not apply to applicants who have served in the Police Service;
- iii. Demonstrate a good understanding of Kenya legal and court systems;
- iv. Be computer literate.

Applicants without a Master's degree but have served at least as a Superintendent of Police and possess extensive experience in running a security department, preferably in an educational institution or equivalent, may also be considered.

How to apply:

1. Visit the University of Embu website; www.embuni.ac.ke, select the *Job Application Portal* and fill in your details as guided; and
2. Submit one (1) **hard copy** application package (**with job reference number clearly marked on the envelope**) with the following:
 - i. Application letter
 - ii. Detailed curriculum vitae signed on all pages. The CV must include details of three (3) referees well known to you.
 - iii. Copies of **certified** academic and professional certificates
 - iv. A copy of the National ID card
 - v. A copy of the current payslip (if any)
 - vi. Other relevant testimonials



Note: Applicants who do not submit one (1) hard copy of the application package will not be considered.

In addition, applicants must also submit the clearance certificate from the following;

- i. Kenya Revenue Authority
- ii. Higher Education Loans Board (showing status of loan recovery)
- iii. Ethics and Anti-Corruption Commission
- iv. Credit Reference Bureau
- v. Certificate of Good Conduct from Directorate of Criminal Investigation

Other Requirements

Applicants should notify the three (3) referees to send their recommendation letters directly to the undersigned in a sealed envelope or in soft via vc@embuni.ac.ke before the deadline.

The Application Package (hard and soft copy) should reach the undersigned not later than **5.00 pm on Friday, 3rd February, 2023.**

**The Vice-Chancellor,
University of Embu,
P.O. Box 6-60100, Embu,
Kenya.**

Note:

- i. Only qualified and shortlisted applicants will be contacted;
- ii. Persons with disability are encouraged to apply; and
- iii. University of Embu does not levy any fees for job application
University of Embu is an equal opportunity employer

