



## THE NAIROBI HOSPITAL

---

### CAREER OPPORTUNITY

---

The Nairobi Hospital, a leading healthcare institution in Eastern Africa has an excellent career opportunity for an individual who possesses a passion for excellence, strong work ethic, results oriented and committed to continuous improvement. The successful candidate will be a team player with the ability to effectively add value to enabling good patient outcomes and shape best clinical and non-clinical practice in line with our Strategic Plan (2025-2029).

#### **Security Controller**

**REF: TNH/HRD/SC/02/2025**

---

The overall purpose of this job is to monitor and ensure the functionality of surveillance and other emerging security equipment installed by the hospital in order to safeguard the physical and technical security and safety of staff, clients, patients, and hospital property.

#### **ROLES AND RESPONSIBILITIES**

- a) Offer protective and communications support for The Nairobi Hospital Operations by effective manning of the Control Room.
- b) Monitor all Electronic Security systems installed over irregularities (such as security breach, possible threats, abandoned items, fire hazards, equipment malfunctions, and unlocked security doors among others) and report incidents.
- c) Monitor, maintain and archive CCTV video footage and other security systems data and retrieval in case of incident occurrences and investigation/analysis requirements.
- d) Managing access control systems and credentials by issuing access cards/passes and other arrangements to authorized visitors upon approval by the security supervisor and keep such records.
- e) Observe and report suspects or incidents to the defined authorities and initiate incident response by use of radio or other communication channels.
- f) Monitor intruder alarm systems, closed-circuit television (CCTV) systems and liaise with response units to attend raised alarms.
- g) Act as custodians of Control Room equipment and monitoring their operational readiness together with all other Security and communication equipment.
- h) Control room Data storage, handling and management as per procedures and policies ensuring security and confidentiality is maintained.

- i) Continuously monitor and follow up with current broadcast news and inform the TNH staff through the Security Management team on any risky occurrences which may affect their duty or safety both locally and globally.
- j) Receive customer complaints and escalate to the Duty officer.
- k) Any other duty as may be assigned from time to time.

### **Knowledge, experience, and qualifications required**

- Diploma/Degree in Information Technology, Information Science, Security Management, Criminology, Criminal justice, Social Science or any relevant field from a recognized institution.
- Minimum of 3 years' relevant experience in the specified fields. Experience in the law enforcement discipline forces (Military or National Police) will be of an added advantage.
- Training in CCTV monitoring and Control room activities.

If your background, experience, and competence match the above specifications, please send us your application (cover letter & CV/Resume) quoting the job reference number and full contact details of 3 referees, to reach the undersigned before or by **13 February 2025**. Only shortlisted candidates will be contacted. We shall **ONLY** accept **ONLINE** applications and contact **SHORTLISTED** candidates.

*The Nairobi Hospital does NOT charge recruitment fees.*

**Director, Human Resources & Operations**

**The Nairobi Hospital**

**P. O. Box 30026 - 00100**

**NAIROBI**

**Email: [recruitment@nbihosp.org](mailto:recruitment@nbihosp.org)**