



THE NAIROBI HOSPITAL

CAREER OPPORTUNITY

The Nairobi Hospital, a leading health care 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 OFFICER

REF: TNH/HRD/SO/08/2025

Job Purpose

The overall purpose of this job is to monitor and ensure 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.

Key duties and responsibilities

- a) Ensure the CCTV surveillance system, Access Control, Intruder/fire alarm system and the parking management system are in good working condition;
- b) Conduct regular inspection on the entire electronic system to ensure the system is up and running;
- c) Back up of the security system databases;
- d) Ensure planned preventive maintenance of the system is undertaken periodically in line with agreed SLAs;
- e) Keep abreast with the latest security technology in the market and advise the Head of Security Services on how these impact on the hospital;
- f) Design the bill of quantity and RFP for purchasing new security systems;
- g) Compile and submit monthly incidence summary report;
- h) Supervise the activities of security controllers on the command centres stationed at Corporate Service Centre; and
- i) Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

Knowledge, experience and qualifications required

- Bachelors Degree in Criminology and Security Studies, Degree in Computer Forensic, ICT or any other related field.
- Minimum of 3 years' relevant experience

Competencies

Technical & Behavioural competencies

- Planning skills
- Reporting skills
- Communication skills
- Decision making skills
- Use of CCTV operations at admin level, search systems, baggage scans, vhf radios, security phonetic alphabet, general maintenance knowledge
- Technical knowledge on security Management systems including the fire alarms system, intruder alarms systems, access control, CCTV systems.
- Compliance and regulatory knowledge

If your background, experience, and competence match the above specifications, please send your application (cover letter & CV/Resume) quoting the job reference number, testimonials, and full contact details of 3 referees, to reach the undersigned not later than **24th August 2025**. **Only shortlisted candidates** will be contacted. Please note that **The Nairobi Hospital does not charge any fees** from applicants at any stage, nor has it engaged a third party to facilitate this hire.

Only online applications will be accepted.

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NAIROBI
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