



# THE UNIVERSITY OF ZAMBIA

## EMPLOYMENT OPPORTUNITIES

Applications are invited from suitably qualified and experienced persons to fill the following positions at the University of Zambia:

### **1. CHIEF SECURITY OFFICER - 1 POSITION**

**PURPOSE:** Responsible for planning, organising, coordinating and directing all security operations of the University.

**RESPONSIBILITIES:**

- Preparing and ensuring adherence to work plans;
- Participating in the formulation/review of policies and preparation /review of work manuals and procedures and related documentation;
- Coordinating security administration and operations for the purpose of safeguarding University property and lives;
- Planning daily, weekly, monthly and annual security strategies, duty schedules and briefing supervisors on new security developments and implementation processes;
- Controlling security activities such as guarding and inspection of vulnerable and strategic points in the University;
- Reviewing and developing comparative security strategies in line with crime trends in the University so as to combat the same;
- Investigation and prevention of crime and apprehending perpetrators of such crime for the purpose of optimum protection of University property and lives;
- Liaising with other security agencies such as the Zambia Police Service (ZPS), Anti-Corruption Commission, (ACC) and Drug Enforcement Commission, (DEC) on matters relating to the University security and investigations;
- Conducting security sensitization workshops for subordinates as part of training in line with the University policies to enable them acquire knowledge and skills required to meet the dictates of their responsibilities;
- Examining theft reports and creating a data base in terms of type of crime, prevalence and scene of occurrence;
- Preparing and controlling the unit functional budget and ensuring that all expenditure is kept within approved financial allocation; and
- Participating in the preparation of quarterly and annual operational performance reports.