



ALUPE UNIVERSITY

Tel: 0741217185
E-mail: dvcafd@au.ac.ke

P. O. Box 845-50400 Busia (k)
Website: <https://au.ac.ke>

Office of the Deputy Vice Chancellor (Administration, Finance and Development)

DECLARATION OF VACANCY

Pursuant to Part III of the Alupe University Charter and Part XV of the Alupe University Statutes and in its pursuit to be a Bastion of Knowledge in Science, Education, Business Studies, Economics, Social Sciences, Human Resource Development, Tourism, and Hospitality; Alupe University wishes to invite applications from suitable qualified candidates to fill the following vacant position: -


OFFICE OF THE VICE CHANCELLOR					
Administration					
S/N	Position	Grade	Area of Specialization	Reference	Vacancies
1.	Senior Security Officer	XI	Criminology/Security Science	AD/01/06/26	1

Senior Security Officer- Grade 11

Minimum Qualification

For appointment to this grade, a candidate must be/have: -

- A Bachelor's Degree in Criminology/Security Science or its equivalent from a recognized institution
- A minimum nine (9) years relevant work experience 3 of which must have been at Grade 10 or its equivalent
- A Certificate of Good Conduct
- Worked as a Sergeant/Warrant Officer in Police Service/Kenya Defense Forces with a clean discharge certificate.
- Registered with the relevant professional body (where applicable);
- Proficiency in Computer Applications


15/6/2026



Duties and Responsibilities entail to: -


- i. Formulate and implement university security policies;
- ii. Coordinate continuous information gathering and intelligence analysis with a view to developing preventive measures for enhanced security of the University's students, staff, assets and operations;
- iii. Initiate preparation of security training programmes and carry out sensitization initiatives to enhance compliance with security standards and policies;
- iv. Ensure incident response planning and investigation of security violations, contributing to disciplinary and legal matters associated with such violations as necessary;
- v. Develop an up-to-date databank of security incidents and trends and reporting for management information and security action;
- vi. Liaise with other law enforcing organs/agencies of the government in order to minimize and prevent crime;
- vii. Initiate programmes and measures to prevent and eliminate encroachment;
- viii. Maintain close liaison with police on security information and follow up Court Cases;
- ix. Ensure the service ability of electronic security surveillances appliances plus regular testing of alarm equipment;
- x. Participate in Quality Assurance Programmes;
- xi. Responsible for PC/ ISO/ Strategic plan on security and safety matters;
- xii. Coordinate the preparation of budget and procurement plan for the section;
- xiii. Mentor, coach and develop security staff; and
- xiv. Undertake any other relevant duties as may be assigned from time to time by the appointing authority or authorized officer.

Terms of Service

The position of Senior Security Officer shall be on Permanent & Pensionable terms upon satisfactory completion of six (6) months' probation period and subject to satisfactory performance as appraised by the immediate supervisor.

Mode of Application

- Applications should be accompanied by a detailed Curriculum Vitae and certified copies of relevant academic and professional certificates, National Identity Card or Passport, testimonials, e-mail addresses and telephone contacts and any other relevant supporting documents.
- Applicants should also provide names, telephone numbers and contact addresses of three (3) referees and request their referees to send their confidential reports to recruitmentjune2026@au.ac.ke or addressed to the undersigned to be received on or before 30th June, 2026.
- Five (5) copies of the application should be sent via registered mail or courier marked with the reference number to the under-signed. A **ONE PDF running document of the application** to be sent to recruitmentjune2026@au.ac.ke.
- Applicants with foreign earned qualifications should have their certificates certified by the Commission for University Education (CUE).


15/6/2026



Successful Candidates shall be required to submit valid clearances from the following bodies;

1. Kenya Revenue Authority
 2. Higher Education Loans Board
 3. Ethics and Anti-Corruption Commission
 4. Directorate of Criminal Investigation (Certificate of Good Conduct)
 5. Registered Credit Reference Bureau
- For more details on the requirements please visit the AU website: www.au.ac.ke.
 - Applications should be received on or before **30th June, 2026 by 5:00 p.m.**

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

**Deputy Vice Chancellor (Administration, Finance and Development)
Alupe University**

P.O. Box 845-50400 BUSIA (KENYA)

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**ALUPE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER. PERSONS
WITH DISABILITIES ARE ENCOURAGED TO APPLY**

AU does not levy any fee in the processing, recruitment & selection of applicants. The University reserves the right to verify academic and professional certificates from relevant institutions and not to make any appointments at any stage of the recruitment exercise.

Advertisement Date 15th June, 2026

