



# Private Security Regulatory Authority

Legal Notice No. PSRA/001/2024

THE PRIVATE SECURITY REGULATION ACT (No. 13 of 2016)

## DIRECTOR / CHIEF EXECUTIVE OFFICER

Private Security Regulatory Authority is a state corporation established under section 7 (1) of the Private Security Regulation Act, 2016. The Authority's principle mandate is to provide for a framework of regulation of the private security services industry in accordance with the values and principles set out in the Constitution of Kenya 2010;

The Private Security Regulatory Authority wishes to recruit the position of Director/ Chief Executive Officer.

### (a) Job Description

The Director of the Private Security Regulatory Authority will be responsible to the Board for the overall leadership of the organization and oversees the day to day running of the organization. The Director will also be responsible for planning, coordinating and implementing Board decisions and statutory functions of the Board so as to ensure the Authority achieves its strategic objectives.

In addition, The Director shall :-

- (i) Be the Secretary to the Board
- (ii) Be responsible for the day-to-day operations of the Authority.
- (iii) Prepare the annual budgets and establish proper internal controls.
- (iv) Be responsible for the execution and communication of the Board's strategies, decisions and policies.
- (v) Develop and recommend to the Board the long term strategy, Authority Strategic plan, and annual operating budgets; and establishing proper internal monitoring and control systems and procedures
- (vi) Serve as the link between the Board and the Management.
- (vii) Put in place effective administrative structures, processes and systems.
- (viii) Ensuring continuous improvements in the quality and value of services provided by the Authority;
- (ix) Provide regular, thorough and prompt communication to the Board on key technical, financial and administrative matters.
- (x) Overseeing the development, review and implementation of corporate policies and programs;
- (xi) Be responsible for stakeholder management and the enhancement of the corporate image of the organization.
- (xii) Convening Board meetings in consultation with the Chairperson of the Board of Directors;
- (xiii) Overseeing administration and supervision of staff and other resources of the Authority.

### (b) REQUIREMENTS FOR APPOINTMENT

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

- (i) has at least ten (10) years experience, five (5) of which shall be experience at senior management and leadership position in a large public or private organization;
- (ii) Holds a degree from a university recognized in Kenya in either public administration, management, law, business administration or security studies;
- (iii) Holds a Masters Degree from a University Recognized in Kenya;
- (iv) Meets the requirements of Chapter six (6) of the Constitution of Kenya;
- (v) Proven leadership qualities, problem solving and negotiation skills, excellent team building and organizational skills and evidence of being a strong team player; and
- (vi) Demonstrated a thorough understanding of national security, national interest, policies and development objectives, and ability to translate them into Authority's policies, programs and plans.
- (vii) A person shall not be appointed as the Director if such person doesn't comply with any section of the Private Security Regulation Act No. 13 of 2016 and has any direct or indirect interest in the private security services industry.

### (c) TERMS OF SERVICE

The Director shall serve the Authority for a term of three (3) years and shall be eligible, subject to satisfactory performance of his or her functions, for reappointment for one further term.

### (d) HOW TO APPLY

Applications are invited from suitably qualified candidates for the above position.

Applications should be accompanied by detailed Curriculum Vitae including three (3) referees, mobile telephone contact, copies of National Identity Card, relevant certificates and other testimonials.

Interested applicants are expected to get clearance from the following bodies.

- Kenya Revenue Authority;
- Higher Education Loans Board;
- Ethics and Anti-Corruption Commission; and
- Directorate of Criminal Investigation (certificate of good conduct).

Applications clearly citing the position should be sent to:

**The Chairman**  
**Private Security Regulatory Authority**  
**P.O Box 22565 - 00100**  
**Lonrho House, 10<sup>th</sup> Floor**  
**NAIROBI, KENYA**

Applications should be received by **Monday 31<sup>st</sup> July 2024 at 5.00p.m.**

Only shortlisted candidates will be contacted.

Canvassing shall lead to automatic disqualification of a candidate.