
Job Advert
Security Officer

Job Title: Security Officer

Location: Mavimba, Kilombero District, Morogoro Region
Department: SHES (Security Health Environment and Safety)
Reports to: SHES Manager
Position Type: Full-Time

Job Purpose:

The Security Officer will be responsible for overseeing and coordinating all security operations across KVTC premises, with a particular focus on the plantations. The role ensures the prevention, detection, and reporting of illegal activities such as theft, trespassing, and property damage. The Security Officer will also play a crucial role in ensuring that apprehended suspects are lawfully handed over to the police, and that legal procedures are followed through until resolution.

Key Responsibilities:

- Monitor and patrol KVTC plantations, facilities, and surrounding areas to prevent and detect signs of intrusion, unauthorized entry, or illegal activities.
- Ensure effective implementation of security protocols, including daily deployments of VGs and regular patrols.
- Supervise the performance of VGs assigned to different areas of the plantation.
- Investigate security breaches and incidents, gather evidence, and prepare detailed reports for management and law enforcement when necessary.
- Ensure that apprehended individuals involved in theft, trespassing, or other illegal activities are safely and lawfully handed over to the police.
- Follow up on reported cases with local police stations and maintain an active record of the status of all legal proceedings.
- Attend court sessions and provide evidence or testimony as a company representative when required.
- Collaborate with local authorities, community leaders, and law enforcement to support security operations and community safety initiatives.
- Assist in identifying security risks and recommending appropriate measures to reduce vulnerabilities.
- Maintain up-to-date records of incidents, patrols, case files, and security logs.
- Train and guide VGs on security policies, procedures, and best practices.
- Ensure that all security equipment (e.g., radios, flashlights, protective gear) is in good working condition.

- Respond promptly and effectively to alarms and emergency situations.

Qualifications and Experience:

- Minimum of a Diploma in Security Management, Law Enforcement, or related field.
- At least 3 years of proven experience in a similar security role, preferably in plantation, industrial, or large-scale operations.
- Previous experience in working with security forces or recognized private security firms is desirable.
- Basic knowledge of Tanzanian criminal law, legal procedures, and law enforcement protocols.
- Experience dealing with police reporting and court attendance is highly desirable.

Key Competencies and Skills:

- High integrity, discipline, and reliability.
- Strong observational and analytical skills.
- Good interpersonal and communication skills.
- Ability to handle conflicts and manage difficult situations calmly and professionally.
- Physical fitness and willingness to work in outdoor environments and during irregular hours.
- Ability to write clear and factual reports.
- Motorbike and vehicle driving skills
- Basic computer literacy is an added advantage.

Working Conditions:

- The position requires fieldwork and frequent movement across KVTC plantations and facilities.
- May require working in shifts, including weekends and public holidays.
- Occasional travel to police stations and court locations within the region.

HOW TO APPLY

Applicants should email their CV, copies of certificates and application letter not later than **Friday 16th May 2025** to: hr@kvtc-tz.com

Only shortlisted applicants will be contacted and scheduled for interviews.