



Job Opportunities at Nathanai Security Company Limited

Introduction

Nathanai Security Company Limited (NASECO) is a registered company in Tanzania providing cutting-edge quality and customer-oriented security services. The company provides security services to various customers ranging from individuals and residential to large commercial and industrial sectors such as Private Sectors, Agricultural Estates, Mining, Ports, Non-Governmental Organizations, Foreign Missions and Embassies. The company provides a comprehensive range of Security services, which have been fully tested and comply with the nationally recognized standards. As of now, the company provides the following services: Manned Security Guards; Armed/Gunned Security Guards; Self-Board Guards; Installation of security systems such as CCTV Cameras; Electric wired fences and Emergency response; Security and Safety Training, Security Consultancy as well as Events security and Management. The company is headquartered in Dar es Salaam with branch offices in Morogoro, Dodoma, Singida, Arusha, Mwanza, Ruvuma and Mbeya.

NASECO is looking for highly motivated and qualified candidates to fill the following open vacant positions:

I. General Manager (To be Based in Dar es Salaam)

A. Job Responsibilities

Supporting overall management, direct and coordinate overall portfolio of the company which include overseeing operations, marketing, human resources, finance and plan and implement general strategic direction of the company

B. Specific Duties:

- Support formulation of company policies, frameworks and strategies and lead its administration and implementation
- Lead the development, reviews, updates and implements business strategic plan, including sales, marketing, operations, human resources and financial performance
- Direct and coordinate all departmental activities to develop and implement long-range goals and objectives to meet business and profitability growth objectives.
- Support reviews analysis of activities, costs, operations and forecast data to determine department progress toward set goals and objectives.
- Confers with Management and other administrative personnel to review achievements and discuss required changes in goals or objectives resulting from current status and conditions for improvement.
- Oversee all departments (operation, sales and marketing, human resources and finance) to review its day-to-day operating reports and address operational challenges to ensure cost effectiveness and prevent operational delays to meet company targets.
- Oversees implementation of departmental activities and review performance reports and targets
- Reviews and supports sales and marketing to oversee design concepts with fundamentals and improvement to provide cost efficient strategies, safety, customer requirements and market growth.

- Reviews operations and plans to meet requirements for marketing planning and outsourcing requirements to develop new markets.
- Reviews and approves preparation of accounting analysis for budgetary planning and implementation, operational efficiency, financial reporting, budgetary planning and submittal for capital expenditures.
- Manage and direct staff to effectively and efficiently perform their duties
- Perform any other duties as may be assigned by Management.

C. Qualifications, skills and related Competence:

- Bachelor degree or Diploma in Human Resources Management, Administration, Law or relevant field is required
- At least 5 years' solid experience with the job or related is required
- Experience in security industry is highly needed
- Must have Computer skills (application of MS offices)
- Fluent in English language
- Self-starter, able to work under minimal supervision
- Required skills: Decision making, Objectivity, Trustworthiness, Emotional Control, Integrity, Safety Management, Professionalism and Reporting Skills

2. Supervisors (4 Positions – 3 to be based in Dar es Salaam and 1 in Singida)

A. Job Responsibilities

Responsible with all supervision duties of security guards (both manned and gunned); operational activities to ensure security guards are managed smoothly and meet expectations and needs of the clients and partners

B. Specific Duties

- Supervise security guards
- Ensure security guards attend at working places on time
- Ensure guards are neat and smart during all working hours
- Conduct patrol in all areas of his/her operation and be ready to deal with any security emergency that may happen
- Maintain good relationship with the clients and report any issues to the management that need to be addressed.
- Listen to and collect all issues and concerns of the guards and communicate to the management for attention
- Identify police posts that are nearby the guarding stations and keep relationship with police for assistance in case of any security emergency
- Be in communication, and keep track of the nearby police station patrol schedule and police vehicles including police emergency telephone numbers in case of any security emergencies
- Write and submit daily, weekly and monthly supervision reports including challenges and recommend areas for improvements in case any.
- Carry out any other duties as may be assigned by your supervisor or Management.

C. Qualifications, skills and relevant Competence:

- Minimum of Secondary School education or Ordinary Diploma in Security, Business Administration, law or any relevant field
- At least 3 years' experience with the job or related is required
- Experience in security industry is mandatory

- Motorcycle riding/driving skills with a valid and clean driving license is mandatory
- Must have Computer skills (application of MS offices)

How to apply

Submit your application package with the following attachments to info@nathanaisecurity.co.tz copy md@nathanaisecurity.co.tz by 10th May, 2024

- Motivation letter
- CV
- Copies of education certificates and other relevant qualifications