



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. Branch Manager, Dodoma office

I.1. Job Responsibilities

Supporting overall management, direct and coordinate overall portfolio of the branch which include overseeing operations, marketing, human resources, finance as well as plan and implement general strategy of the office and specifically for the branch.

I.2. Specific Duties:

- Support development, reviews, updates and implement business strategic plan, including sales, marketing, operations, human resources and financial performance plan.
- Direct and coordinate all departmental activities at branch level to develop and implement goals and objectives to meet business targets.
- Support reviews analysis of activities, costs, operations and forecast data to determine department progress towards set goals and objectives.
- Oversees implementation of departmental activities and review performance reports and targets
- Reviews operations and plans to meet requirements for marketing planning and outsourcing requirements to develop new markets.
- Manage direct overhead staff and guards to perform their duties effectively and efficiently by meeting their targets.
- Perform any other duties as may be assigned by General Manager.
- I.3. Qualifications, skills and related knowledge:
- Minimum of bachelor's degree or ordinary diploma in administration, law, Management, Logistics, Business Administration, Human Resources or relevant field is required.

- At least 2 years' experience with the job or related is required.
- Experience in security industry is an asset.
- Must have Computer skills (application of MS offices)
- Required skills: Decision making, Objectivity, Trustworthiness, Emotional Control, Integrity, Safety Management, Professionalism and Reporting Skills
- **Must have a motorcycle riding skills with a clean driving license.**

I. Supervisors (6 Positions to be based in Dar es Salaam)

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 hr@nathanaisecurity.co.tz copy info@nathanaisecurity.co.tz and md@nathanaisecurity.co.tz by 15th Feb, 2025

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