



KEBOGUARD

SECURITY CO. LTD

"We Guard Your Dream"

Keboguard Security Company Limited is looking for a professional Control room Staff to oversee Guards roster/schedule and system monitoring. You will perform a Conduct regular check through rediocall and phone call to all security. Candidates should have a talent for multi-tasking with excellent communication and organizational skills.

Job Title: GUARDS CONTROL ROOM STAFF

RESPONSIBILITIES

- Create and manage the roster/schedule for security guards across all sites.
- Collect and compile attendance reports for security guards at all sites, submitting them via email or the designated WhatsApp group twice daily (morning and evening).
- Warn all security guards who violate working hours
- Conduct regular checks through rediocall and phone call to all security guard to make sure that are always active while working
- Deploy the mobile response team as needed in the event of an emergency.
- Monitor CCTV feeds and promptly report any suspicious activities to the Duty Security Officer.
- Respond promptly to radio checks and maintain accurate records of all communications.
- Keep a detailed record of any incidents and report them to the Duty Security Officer.
- Monitor and track vehicle and staff movements across sites.
- Issue field visit-related equipment to staff as directed by the Operations Manager.
- Report any alarm activations immediately to the Duty Security Manager.
- Identify areas for improvement in security operations and make recommendations accordingly.
- Perform other office duties as may be assigned from time to time



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REQUIREMENTS

- Education level; Form four or six certificate.
- Completed training from the National Service (JKT), Mgambo or reserve army.
- Minimum of 2 years' experience in security companies.
- Fluent in English, both spoken and written
- Superb written and verbal communication skills
- Excellent organizational and multi-tasking abilities.
- Strong knowledge of MS Office program (Computer literate)
- Must possess a NIDA identification card
- Must have a residence introduction letter from the local government or village authority
- Must be at least 6 feet tall
- Age range: 25 to 40 years old

Interested candidates meeting the above criteria are encouraged to apply

How to apply: CVS & Cover Letter as a single Documents Should Be Sent Through:
hr@keboguard.ac.tz (**Apply if you meet the above qualification and ready to attend interview - Arusha**)

Contact: 0745640550

Deadline for Application: 10/05/2025