



GHANA ACADEMY OF ARTS AND SCIENCES

Ghana's premier learned society

VACANCY FOR SECURITY OFFICER

Job Description:

The Security Officer will be responsible for securing the GAAS premises and personnel by patrolling property; monitoring and inspecting building, equipment and vehicles

Qualifications and Skills Required

1. Applicant must possess a minimum of WASSCE/SSSCE/GCE Ordinary Level /General Business Certificate Examination with credits in five subjects including English Language and Mathematics
2. Any additional certification in a security related area from a recognized institution will be an added advantage
3. Must have at least two years of relevant experience
4. Vigilant, alert and always aware of one's surroundings
5. Honesty and integrity
6. Physically and medically fit and within a healthy weight range
7. Good interpersonal and communication skills (oral and written)
8. Integrity and the ability to act responsibly and ethically
9. Good manners and comportment
10. Must not be more than thirty-five years of age by close of December 2021

Key Responsibilities and Tasks:

- Secure premises and personnel by patrolling property and monitoring movements to and from the premises during office hours
- Inspect buildings, equipment, and access points to guard against theft, property damage, violence, infraction of rules, intrusion, etc.
- Prevent losses and damage by reporting theft, unauthorized persons, illegal or suspicious activities, unusual occurrences
- Complete reports by recording observations, information, occurrences
- Establish cordial relationships with personnel in all departments
- Perform any other duties assigned by the Executive Secretary

ALL APPLICATIONS SHOULD BE ADDRESSED AND EMAILED TO THE

HONORARY SECRETARY:

vacancies@gaas-gh.org

NB: ONLY SHORTLISTED APPLICANTS SHALL BE CONTACTED

CLOSING DATE: 17 SEPTEMBER, 2021