

GHANA ACADEMY OF ARTS AND SCIENCES

Objectives of the Ghana Academy

The Ghana Academy of Arts and Sciences (GAAS) was established by an Act of Parliament in 1959, to encourage the creation, acquisition, dissemination, and utilization of knowledge for national development. It is made up of Fellows who have distinguished themselves in the Arts and Sciences and is led by a Council consisting of a President, Vice-Presidents, an Honorary Secretary and other elected members.

The Academy's work is administered through a Secretariat consisting of the Executive Secretary and other administrative, secretarial and clerical staff. The Executive Secretary is responsible for the day-to-day management of the Academy under the Honorary Secretary, and drives the strategic plan and other policy directives under the general guidance of the Council.

Position: Security Guard – Night

Under the Executive Secretary, the Security Guard (Night) is responsible for securing the premises and personnel by patrolling the premises, monitoring and inspecting building, equipment, vehicles and access points.

Scope of Work

- i. Patrol premises of the Academy and monitor movements to and from the premises at night;
- ii. Inspect buildings, equipment, and access points to guard against theft, property damage, violence, infraction of rules, intrusion, etc;
- iii. Prevent losses and damage by reporting theft, unauthorized persons, illegal or suspicious activities and unusual occurrences;
- iv. Complete reports by recording observations, information and occurrences;
- v. Establish cordial relationships with personnel in all departments; and
- vi. Perform any other duties assigned by the Executive Secretary.

Qualifications and Experience

- i. 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;
- ii. Any additional certification in a security related area from a recognized institution will be an added advantage; and
- iii. Must have at least two years of relevant experience.

Qualities

- i. Vigilant, alert and always aware of one's surroundings;
- ii. Must be honest and have integrity;
- iii. Physically and medically fit and within a healthy and weight range;
- iv. Good interpersonal and communication skills (oral and written);
- v. Good manners and comportment; and
- vi. Must not be more than thirty-five (35) years of age by the end of December 2023.

Tenure

Performance-based promotion or until the incumbent reaches the compulsory retirement age of 60 years.

Remuneration

Remuneration is equivalent to that of a Security Guard (**Night**) in a public university in Ghana.