



JOB DESCRIPTION FOR UN-ARMED SECURITY GUARDS

- Reports to Finance and Administration officer
- Based in Kasese
- Performance based annual renewable contract
- Contract type: Local

Conservation and Demand Agency (CODEA), is an indigenous NGO registered in Uganda. CODEA envisions a self-sustaining society and our mission is to empower communities to achieve sustainable development. Founded in October 2010, CODEA operates in Western Uganda with strategic focus on four thematic areas including; nature conservation, socioeconomic empowerment and livelihoods, community health, and institutional capacity strengthening.

The Position

CODEA seeks to recruit Four (04) Security Guards on an annual performance based renewable contract. We are looking to hire a physically fit, curious, inquisitive and customer centred committed, and dedicated professional, with attention for details, proactive, a great team player and overall, a person of high integrity who understand the culture accountability to our customers.

I. KEY OUTPUT

- Inspect and patrol premises regularly.
- Properly manage the entry control points
- Report any suspicious behaviors and occurrences.
- Secure all exits, doors and windows
- Respond to alarms and react in a timely manner, provide assistance to people in need.
- Prepare and submit daily incident reports
- Enforcing compliance to SOPs at the site and keeping order within and around the CODEA installations.
- Recording and identifying the visitors at the site, maintains lists of authorized visitors
- Identify all personnel's and vehicles entering the facilities, while ensuring security at the site.
- Assist in submitting situation reports to the supervisor including notifying supervisors immediately of any threat about abnormal occurrences at the site.
- Coordinate with associated security institutions especially the nearest police posts.
- Maintain the guard-posts in a tidy and neat state
- Ensures that all payments are properly acknowledged by recipients and accounted for.
- Keeps organized records of accounts payables. Petty cash account is properly managed and accounted for.
- Reconcile invoices and identify discrepancies.
- Create and update cash expense reports.
- Prepare reimbursement forms.

II KEY FUNCTIONS

The security guards are to secure the installation and all life and property therein. Therefore, the security team will take charge of all safety measures, entry control point, and emergency exit procedure of the organization. The security team shall maintain a safety and incident occurrence record and display monthly performance on a dash-board to track the frequency of security or safety incidents. The team shall also enforce staff compliance to the safe measures put in place.

III PERSON SPECIFICATIONS

Education, Skills and competences

- A minimum of UCE (extra education will be an added advantage).
- 03 years of experience as a Security Guard or similar role
- Good understanding rules of use of force, the use of force continuum and public safety principals.
- Good incident reporting and communication skills
- Outstanding surveillance and observation skills
- Trained in First Aid and self-defense
- Critical thinker and problem-solving skills
- Team player
- Good time-management skills
- Great interpersonal and communication skills

IV COMPETANCES

- General physical fitness
- Good communication skills
- Work ethic and integrity
- Organizing and coordinating
- Courteous,
- Good Public relations and customer care.

How to Apply: Interested candidates should submit their application letters addressed to the Director – CODEA, summarizing his/her work experience and ability to meet each of the qualifications for the position, copy of national ID is a **MUST**, plus photocopies of UCE or UACE certificates and salary expectation for this position, two employment referees, and a recommendation letter from the office of LC1 Chairperson of your permanent residence.

Please Hand deliver your hand written or typed application letter to CODEA Offices, located at Basisa building, Korokoro road, Kamaiba cell – Kasese Municipality. Or send an email to Mr. Muhindo Jonan Kom (jonankom@codeauganda.org and copy codea.uganda@gmail.com)

Application Due Date: Thursday, March 16, 2023