

We are Hiring



Job Title

Security Guard

Duties and Responsibilities

- Conduct regular patrols and monitor entry and exit points to prevent unauthorized access.
- Conduct Surveillance and Monitoring by observing security cameras, performing routine security checks, and promptly reporting any security breaches or suspicious activities.
- Respond to emergencies and assist students, staff, and visitors to comply with university rules and regulations.
- Report incidents and maintain accurate daily security logs, assisting law enforcement agencies with investigations when required.
- Provide security during campus events, gatherings, and sporting activities to ensure orderly conduct and safety.
- Carry out facility inspections by conducting routine checks on buildings, doors, windows, and other facilities, reporting security concerns or maintenance issues.
- Perform any other security-related tasks assigned by the university administration.



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Application Deadline

19th June, 2025

Qualifications

Applicants must:

- Be a Ghanaian citizen
- Possess a minimum certificate of WASSCE or its equivalent.
- Be 18 years or above.
- Be at least 5 feet 8 inches (173cm) tall.
- Be physically and medically fit to undergo rigorous training.

Competencies and Skills

- Excellent interpersonal and communication skills.
- Ability to work in a team and collaborate effectively.
- Problem-solving skills, along with the ability to de-escalate situations and maintain a calm demeanor under pressure.
- Professional and trustworthy, upholding the highest ethical standards.

Mode of Application

Interested applicants should submit their applications including two (2) referees and a Curriculum Vitae to;

The Ag. Registrar

University of Media, Arts and Communication

P.O. Box GP 667,

Accra.

Applications can also be submitted electronically to the following email address: registrar@unimac.edu.gh

