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## Human Resources Department

The Human Resources Department announces a staff vacancy for the position of Security Officer II in the Security Department – UB North.

The University prefers to fill the position internally if possible. HR will take into consideration work experience, academic qualifications and other factors when assessing candidates to be shortlisted. Should a suitable candidate not be identified internally, the position will be advertised externally.

The candidate should meet the minimum requirements as outlined in the job description below. Please read the entire position announcement to determine if the vacancy aligns with your interests and/or qualifications and experience.

Interested candidates should submit the specified documents electronically to: [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs) on or before 22<sup>nd</sup> March 2022. Kindly make the position title the subject of email.



## POSITION ANNOUNCEMENT

<b>JOB TITLE</b>	<b>SECURITY OFFICER II, UB NORTH</b>
<b>TYPE OF VACANCY</b>	<b>STAFF</b>
<b>DEPARTMENT/UNIT</b>	<b>SECURITY DEPARTMENT – UB-NORTH</b>
<b>REPORTS TO</b>	<b>DIRECTOR, OPERATIONS – UB-NORTH</b>
<p><b>SUMMARY:</b> A Security Officer in this role is required to ensure the safety and security of visitors, students, faculty and staff at the University as well as monitoring the safety of the buildings on campus by locking and unlocking doors, monitoring surveillance systems and reporting suspicious behavior. As a first responder, the Officer must provide first aid/CPR and alert the police and or emergency personnel as appropriate. The successful candidate is also responsible for enforcing the University's rules, parking and traffic regulations, making the required reports and working with minimum supervision.</p>	
<p><b>DUTIES &amp; RESPONSIBILITIES:</b> The position of Security Officer II, UB North is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>➤ Patrol assigned areas on foot or using assigned inspecting doors, windows and gates looking for breaches and or suspicious activities;</li> <li>➤ Respond to alarms, investigate disturbances, follow appropriate for contacting the appropriate emergency responders;</li> <li>➤ Report any irregularities, including but not limited to security breaches, unsafe condition, hazards and emergency situations;</li> <li>➤ Keep track of University's keys and equipment;</li> <li>➤ Maintain daily diaries/logs and complete other required paperwork and reports by end of shift;</li> <li>➤ Enforce University standards as it relates to loitering, smoking and the carrying of forbidden articles;</li> <li>➤ Provide information and assistance to visitors, students, staff and faculty as necessary including escort and transportation service as and when required;</li> <li>➤ Provide specialized security in a retail or other complex operation area, requiring specific knowledge of the operating environment;</li> <li>➤ Perform other duties as assigned.</li> </ul>	
<p><b>REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>➤ Knowledge, understanding of, and the ability to enforce the University's policies and safety codes.</li> <li>➤ Knowledge of Security Operations and Procedures</li> <li>➤ Ability to perform building security lock procedure</li> <li>➤ Good oral and written communication skills, strong interpersonal and customer service skills</li> <li>➤ Participate in the University's screening process, including drug screening and background checks.</li> </ul>	



## POSITION ANNOUNCEMENT

### QUALIFICATIONS:

- High School Diploma with BGCSE in English Language & Mathematics with grade “C” or above; OR
- UB’s Literacy/Numeracy Test - Satisfactory AND
- A minimum of 5 years’ experience as a Security Officer

<b>Salary Grade</b>	<b>JCS-II</b>
<b>Date Published</b>	<b>March 8, 2022</b>
<b>Application End Date</b>	<b>March 22, 2022</b>
<b>Date to be Removed</b>	<b>March 23, 2022</b>

**Requested Information:** Interested applicants should submit the following electronically to the Human Resources Department (*noting the position in the subject field of the email*), via the email address below:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- At least three (3) written, professional references.

**Email Address:** [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)  
**Subject:** Security Officer, II – UB-North  
**Attn:** Vice President, Human Resources

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Security Officer II – UB-North.*