**VACANCY**

**Organization: Upper Bambara Credit Union**

**Program:** Credit Union

**Job Title:** Security Officer

**Job Location:** Pendembu

**Reporting to:** Credit Union Manager

# Objective of the Position

The Security Officer is responsible for the safety and security of all assets and property of the Credit Union. He/she ensures that the office premises are well tidy and the generator is in good order. He/she is to provide support for the account officer for the follow up on loans and to mobilize new credit union members

# Responsibilities

* To provide security services to the organization ( Credit Union Office)
* Restrain unauthorized persons from the office or vicinity of the office
* Protect the organization's property from theft, damage, and unauthorized usage
* Protect the assets of the organization at all times
* To operate the office generator (Start and off the generator at stipulated times if any)
* Take records and details of visitors to the office at the security checkpoint before allowing them into the office premises
* Ensure that visitors with dangerous weapons and materials are not allowed into the office or office premises
* Report any security threats to the Manager or the board of the credit union
* You are not under any circumstance allowed to delegate any person or group of persons to perform your duties without approval from management
* You are not expected to sleep during working hours
* Clean around the office and
* Any other duty as may be assigned by management

## Qualifications, Skills, and Behaviours

### Essential

* At least must have a BECE or WASCE result

**Please forward the application to:**

 **Credit Union Office in Pendembu, SEND Kailahun Office**

 **Or**

**Human Resource /Administrative Manager**

**SEND Sierra Leone**

**8 Morigbeh Street**

**Reservation, Kenema**

**Or**

**To:** Jattu@sendsierraleone.com; ayamga@sendsierraleone.com

Kindly quote only the **Job Position in the subject line**.

**Closing date:**

**Women and persons with disability are especially encouraged to apply**

**Only shortlisted candidates will be contacted**

***Closing date: 15th January 2021***