**POSITION PROFILE**

**1. JOB IDENTIFICATION**

1.1 **Position Title:** Security Guard

1.2 **Position Level:** GSS-II (Fixed Term)

1.3 **Occupational Group:** Administrative & Technical

1.4 **College/OVC**: Gedu College of Business Studies

**2. GENERAL ROLES AND RESPONSIBILITIES**

* 1. **To be clearly visible & vigilant during duty hours.**
  2. **To respond quickly and correctly during crisis.**
  3. **Observing and reporting to supervisors.**
  4. **Checking and monitoring of activities in the campus.**
  5. **Maintain order among people & traffic within the campus.**
  6. **Receiving guests at the college entrance.**
  7. **Patrolling/monitoring the campus.**
  8. **Offer safety warnings and tips whenever necessary.**
  9. **Performing other special duties during college functions.**
  10. **Maintain log book of parcels received & distributed.**
  11. Liaise with various people in relation to official work.
  12. Carry out any other tasks that may be assigned by the officer from time to time.

**3. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS***:*

* 1. **Education:** Cl-VI & above

***3.2* Experience:** Ex-armed force/JSS trained

**3.3** **Knowledge, skills and abilities requirements**

* + 1. Physically fit
    2. High level of knowledge in the area of responsibilities.

3.3.3 Good inter-personal skills to garner support from relevant officials