



Vacancy Announcement
AME University
34 Camp Johnson Road
Monrovia, Liberia
jobs@ame.edu.lr

AME University is a small faith based institution located in Monrovia, Liberia. Founded in 1995, the University has grown steadily for 22 years, currently with more than 3,800 students enrolled in 19 academic programs across 4 colleges. In fostering its mission, the University is seeking three (3) highly experienced, vibrant and progressive “Security Guards” with a cutting-edge vision, to work with the Director of Security in leading the University as it continues to accelerate progress in becoming a premier tertiary institution in Liberia.

Class / Title: Security Guard
Division: Administration
Reports To: Director of Security
Benefits: Commensurate with position and experience
Closing Date: October 31., 2017
How to Apply: Submit CV, Cover Letter and Credentials to: jobs@ame.edu.lr

Position Description:

He/she should be prepare to respond to incidents that pose a threat to the safety of the AME University staff, students, visitors and property

Position Responsibilities:

- Prepare to patrol assigned area in order to ensure personal, building, and equipment security.
- Ensure to examine doors, windows, and gates as you monitor the closed buildings for unauthorized persons and/or suspicious activities.
- Continue to inform and warn violators of rule infractions, such as loitering, smoking, or carrying forbidden articles while they are on the premises of the AME University.
- Report irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel, as required.
- Approach suspicious person(s) or notified the police immediately; he/she may confront or detain the violators, as required, until police arrive.
- Patrol and monitor assigned parking areas to provide security and assistance.
- May perform miscellaneous job-related duties as assigned.

Minimum Qualification Required

- High school diploma and at least 1 year of directly related experience to loss prevention and assets control.
- Must have received some sort of training in the discipline of security
- At least two (2) years’ experience with a well-known security firm.