

BWERA SCHOOL OF HEALTH SCIENCES

JOB DESCRIPTION

Title: Security Guard

Deadline: February 21, 2025 (midnight- Ugandan time)

Location: Bwera, Kasese, Uganda

Position Type: Full Time

Department: Administration

Reports to: Assistant Administrator

Reportees: None

1. Background

Established in 2015, Bwera School of Health Sciences (formerly, Bwera School of Nursing and Midwifery) is one of the leading private health training institutions in Uganda, located in Mpondwe-Lhubirha Town Council, Bwera, Kasese. Bwera School of Health Sciences consists of two schools, namely, Bwera School of Nursing and Midwifery and Bwera School of Environmental health sciences (BSEHS). Together, both schools have a total of 40 faculty and staff, with an enrolment of over 600 students, pursuing various certificate and diploma programs in environmental health, nursing and midwifery. The school seeks to transform communities by providing people-centred care through training of competent health professionals, research and community service. Both BSNM and BSEHS are registered with the Ministry of Education and Sports (MOES) and serve as examination centres for the Uganda Nurses and Midwives Examinations Board (UNMEB) and Uganda Allied Health Examinations Board (UAHEB), respectively. Beyond conventional teaching, the school trains in sign language and ICT to enhance students' skills in provision of holistic healthcare. As a corporate institution, the school provides charity services to foster socio-economic transformation of the local communities. It is also strategically located at the border of Uganda with the Democratic Republic of Congo (DRC) and hence accessible to international trade and tourism.

2. Job Summary

Security Guard is responsible for maintaining security and safety of company property, staff and students, monitoring surveillance systems, enforcing security policies and responding to incidents to deter unauthorized access, theft, vandalism and other threats. She or he is directly answerable to the Assistant Administrator, under the overall supervision of the School Principal.

- Minimum Qualification: O level
- Experience Level: Junior level
- Experience Length: 2 - 4 years

3. Duties and Responsibilities

1. Ensures the safety of people and property of the institution by maintaining a vigilant presence and reporting suspicious activity to the school administration and appropriate authorities.
2. Receives, records and checks the identification of visitors, students and employees, verifying authorized access and monitoring entry points.
3. Monitors surveillance cameras and responds to alarms and reacts in a timely manner.
4. Ensures strict control of the school gates, including entrance of people and vehicles
5. Ensures that all students who go out of the school premises have written permission from the relevant school authorities.
6. Upholds the company's security policies, rules and procedures, addressing violations when necessary.
7. Ensures that the national and school flags are raised and lowered daily at appropriate times.
8. Submits daily handover reports for the day's work, suspicious actions and surveillance activity for action by the supervisor and senior management team.
9. Performs other duties as may be assigned.

4. Key Performance Indicators (KPIs):

- Time management – reporting and departing from duty on designated schedule.
- Attendance reliability – attends to duty as scheduled
- Incident response time – responds to security and safety incidents timely.
- Records management - keeps accurate records for visitors, students and employees.
- Client satisfaction score –

- Compliance with school security protocols -
- Overall security awareness score – self assessment

5. Qualification & Experience

Qualification

- Certificate in Ordinary Secondary Education
- Letter of recommendation from the Chairperson LC I
- Letter from the Guarantor
- National Identification Card

Experience (tutors and instructors)

- At least 2-4 years of relevant work experience in providing security services

Other requirements

- Strong observational skills and ability to remain alert during long periods
- Good judgment and decision-making abilities in emergency situations
- Physical ability to patrol large areas and respond quickly to incidents
- Basic knowledge of security protocols and procedures
- Ability to operate security equipment like surveillance cameras and access control systems
- Effective communication and reporting skills

6. CORE Values

- **Discipline** - uphold behaviour, habits and routines that embrace the school regulations, policies and professional ethics.
- **Integrity** – uphold honesty and strong moral principles at all times, ensuring that we behave ethically and do the right thing even when no one is watching.
- **Professionalism** – uphold high ethical standards and behaviours that demonstrate competence, honesty and mutual respect at the work place and externally. Staff and students should dress and act appropriately, deliver work outcomes to agreed quality standards and be accountable for their actions.
- **Excellence** - a commitment to achieving the highest possible standards in quality and performance, consistently striving for improvement, and setting high expectations across all aspects of work.
- **Compassion** – demonstrate love, empathy, kindness, emotional concern and live out our faith for the wellbeing of colleagues and by extending care to those in need. Ensuring everyone feels valued and respected regardless of background or identity.
- **Teamwork** – promote collaboration, mutual support, and shared responsibility among staff, focusing on collective efforts to achieve organisational goals rather than individual achievements alone; working together as a team is considered essential for success within the organization.

7. Application Process

The Application package should include:

- 1) Cover/motivation Letter (1 page), including your expected monthly salary (basic)
- 2) Curriculum Vitae (4 pages maximum) (pdf)
- 3) Copies of Relevant Professional and Academic Certificates (pdf)

Submit your application to the Managing Director, Bwera School of Nursing and Midwifery Ltd, Kasese, Uganda by hand or email to bweranursingschool15@gmail.com. The e-mail subject should read: "APPLICATION FOR THE POSITION SECURITY GUARD"

Any application delivered past the deadline will not be accepted. BEHS is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the applicant in the processing of emails. Email attachments shall not exceed 4MB; otherwise, the applicant shall send his or her application in multiple emails.