



## VACANCY ANNOUNCEMENT

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### Vacancy for Senior Level Administrative Position

The University of Ghana hereby, invites applications from suitably qualified persons for the position of **Deputy Director, Safety and Intelligence** at the Safety and Security Services Directorate, to take effect from **1<sup>st</sup> November 2024**.

**POSITION:** Deputy Director, Safety and Intelligence

**REPORTING TO:** Director, Safety and Security Services

#### **JOB ROLE**

The Deputy Director of Safety and Intelligence shall be responsible to the Director of Safety and Security Services in the discharge of his/her duties. The Deputy Director may be required to act as the Director of Safety and Security Services in the absence of the Director.

#### **DUTIES**

The Deputy Director of Safety and Intelligence shall, under the Director of Safety and Security Services:

1. Serve as the Liaison Officer in monitoring and coordinating the operations of contract security services on behalf of the University.
2. Liaise with the Ghana Fire Service to monitor and coordinate their operations on the University's campuses.
3. Coordinate safety and intelligence issues of the sector Officers in Command (OICs) and report to the Director of Safety and Security Services.
4. Ensure the maintenance of discipline within the sectors.
5. Coordinate and organize safety and intelligence training for the various OICs.
6. Enforce all safety and intelligence directives/policies of the University.
7. Monitor all security/safety and intelligence equipment.

8. Coordinate safety and intelligence operations with local law enforcement and public safety agencies.
9. Provide weekly intelligence briefs to the Director of Safety and Security Services.
10. Submit monthly and annual safety and intelligence reports.

## **QUALIFICATIONS AND ATTRIBUTES**

### **The successful applicant must have:**

- a. A first University degree and in addition, a Master's degree in Security Management (Industrial Security) or a related field.
- b. Professional certification in any of the following areas:
  - Certified Protection Professionals
  - Physical Security Professionals
  - Professional Certified Investigator
  - Other related certifications in in Safety or Intelligence Management
- c. Management Experience  
Applicants should have at least 10 years of experience in security services/management.

Applicants should be retired military officers preferably at the rank of Major and above; retired Police Officers preferably at the rank of Superintendent of Police and above or retired officers of equivalent ranks in other security services. Experience in campus security is desirable, but not mandatory.

## **TENURE**

The Deputy Director of Safety and Intelligence shall hold office for a period of four years on terms and conditions recommended by the Appointments Board and is eligible for re-appointment for a further term of up to four years.

## **METHOD OF APPLICATION**

Applicants are required to submit the complete application pack addressed to the Registrar, University of Ghana, through [vacancies@ug.edu.gh](mailto:vacancies@ug.edu.gh) (Electronic copy only). Hard copy applications will not be accepted.

**The application pack should be submitted as a single PDF file and should contain the following:**

- i. Completed application form for Senior Level Administrative Positions (UAB Form 1C) to be downloaded from the University's website at [www.ug.edu.gh/hrodd/](http://www.ug.edu.gh/hrodd/).
- ii. An up-to-date Curriculum Vitae and copies of relevant academic and/or professional certificates.
- iii. A statement of about 2,500 words (not more than five pages) indicating how the applicant intends to use the period in office to address relevant issues that will ensure that the University achieves its mission and vision **as contained in the new University of Ghana Strategic Plan (2024-2029)**. The new UG strategic plan, 2024-2029 can be downloaded at: <http://www.ug.edu.gh/pad/publication/ug-strategic-plan>

Further information about the University of Ghana may be found on the University website at [www.ug.edu.gh](http://www.ug.edu.gh).

Only shortlisted applicants will be contacted.

### **CLOSING DATE**

- Applications should reach the **Registrar** through [vacancies@ug.edu.gh](mailto:vacancies@ug.edu.gh) not later than the close of day on **29<sup>th</sup> August 2024**.
- Additionally, as part of the application, applicants should submit the names, telephone and email details of three persons familiar with their professional competencies, and who are willing to provide references for the applicant.

**REGISTRAR**

**17<sup>th</sup> July 2024**