



VACANCY ANNOUNCEMENT

Vacancy for Senior Level Administrative Position

The University of Ghana hereby, invites applications from suitably qualified persons for the position of **Director, Safety and Security Services** from **1st November 2024**.

POSITION: Director, Safety and Security Services

REPORTING TO: Vice-Chancellor

JOB ROLE

Under the Vice-Chancellor, the Director, Safety and Security Services Directorate shall have oversight responsibility of the Directorate and shall plan and advise on safety and security on all the University's campuses and outstations.

DUTIES

The Director of Safety and Security Services shall, under the Vice-Chancellor:

- a. Advise on the safety and security policies of the University.
- b. Formulate plans, measures and security policies and procedures and implement them.
- c. Provide advice and technical assistance on protective/physical security surveys and inspections.
- d. Ensure promotion and maintenance of discipline within all the University's campuses and outstations.
- e. Provide safety and security training/education to staff and security personnel.
- f. Perform risk assessments to determine potential security risks.
- g. Monitor and maintain security equipment.

- h. Plan security measures for all programmes such as graduation ceremonies, student and staff events.
- i. Maintain physical security by monitoring building access controls, surveillance systems and other security measures.
- j. Conduct background checks and issue security clearances for new employees in conjunction with the relevant national bodies.

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 qualification.
- b. Professional certification in any of the following areas:
 - Certified Protection Professional
 - Physical Security Professional
 - Professional Certified Investigator
 - Other related certifications in Industrial Security
- c. Management Experience
Applicants should have at least 15 years of experience in security services/management.

Applicants may be retired military officers preferably at the rank of Lieutenant Colonel and above; retired Police Officers preferably at the rank of Assistant Commissioner of Police and above or retired officers of equivalent ranks in other security services.

Applicants must be eligible to serve at least a full 4-year term before the age of 60.

Experience in campus security is desirable, but not mandatory.

TENURE

The Director 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 (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/.
- 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.

Only shortlisted applicants will be contacted.

CLOSING DATE

- Applications should reach the **Registrar** through vacancies@ug.edu.gh not later than the close of day on **October 25, 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

October 14, 2024



VACANCY ANNOUNCEMENT

Vacancy for Senior Level Administrative Position

The University of Ghana hereby, invites applications from suitably qualified persons for the position of **Deputy Director, Operations** at the Safety and Security Services Directorate from **1st November 2024**.

POSITION: Deputy Director, Operations

REPORTING TO: Director, Safety and Security Services

JOB ROLE

The Deputy Director of Operations 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 Operations 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. Coordinate activities of sector Officers in Command (OICs) and report to the Director of Safety and Security Services.
3. Ensure the maintenance of discipline within the sectors.
4. Coordinate and organize training for the various OICs.
5. Enforcement of all security directives/policies of the University.
6. Monitoring of all security equipment.

7. Coordinating security operations with local law enforcement agencies.

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 Professional
 - Physical Security Professional
 - Professional Certified Investigator
 - Other related certifications in Safety or Intelligence Management
- c. Management Experience
Applicants should have at least 10 years' experience in security services/management.

Applicants may 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.

Applicants must be eligible to serve at least a full 4-year term before the age of 60.

Experience in campus security is desirable, but not mandatory.

TENURE

The Deputy Director of Operations 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 (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/.

- 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>**

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REGISTRAR

October 14, 2024



VACANCY ANNOUNCEMENT

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 **1st 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 may 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.

Applicants must be eligible to serve at least a full 4-year term before the age of 60.

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 (Electronic copy only). Hard copy applications will not be accepted.

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