

FEMALE SECURITY GUARD

Position Title: Security Guard (Female Preferred)
Duty Station: Nations Prayer Mountain, Seguku – Kampala, Uganda
Reports to: Head of Security
Job Purpose: The Security Guard will be responsible for maintaining safety, security, and order within the organization’s premises by controlling access, monitoring activities, safeguarding property, and ensuring compliance with security procedures.

Key Responsibilities

1. Access Control & Surveillance

- Monitor and control entry and exit of all persons and vehicles.
- Conduct thorough checks on visitors, staff, and vehicles entering or leaving the premises.
- Ensure all vehicles have proper authorization and clearance where required.

2. Security Operations

- Maintain constant vigilance and patrol assigned areas to detect and prevent security threats.
- Ensure the safety of all staff, patients/visitors, and organizational property.
- Identify and promptly report any suspicious activity or security risks.

3. Shift Management & Reporting

- Report for duty on time:
 - Day shift: **6:00 AM – 6:30 PM**
 - Night shift: **6:00 PM – 7:45 AM**
- Conduct proper handover with detailed reporting between shifts.
- Prepare and submit **clear and detailed incident and security reports**.

4. Property & Asset Protection

- Ensure all facilities, offices, and sensitive areas are secure and restricted where necessary.
- Safeguard records, equipment, and property at all times.
- Ensure gates and access points are properly managed and never left unattended.

5. Compliance & Discipline

- Adhere strictly to organizational security procedures and code of conduct.
- Avoid unauthorized activities while on duty.
- Do not entertain visitors, friends, or relatives without official permission.
- Maintain professionalism and integrity at all times.

6. Environmental & Facility Security

- Monitor lighting and general security conditions within and around the premises.
- Ensure accommodation (if provided) is used responsibly and securely.

Key Performance Indicators (KPIs)

- Timely reporting and attendance
- Number of security incidents prevented or properly handled
- Accuracy and quality of security reports
- Compliance with security procedures
- Professional conduct and discipline

Person Specification

Qualifications

- Minimum of **Uganda Certificate of Education (UCE)** or equivalent
- Formal security training is an added advantage

Experience

- At least **1–3 years' experience** in a security role (preferably in hospital, NGO, or institutional setting)

Core Competencies

- High level of integrity and trustworthiness
- Strong observation and alertness skills
- Good communication and reporting ability
- Ability to handle emergencies calmly
- Physically fit and able to work long shifts

Personal Attributes

- Disciplined and reliable
- Respectful and professional
- Strong sense of responsibility
- Ability to follow instructions and procedures strictly

Code of Conduct Highlights

- Remain at assigned duty station at all times
- Maintain strict control of access to restricted areas
- Ensure no unauthorized persons access the premises
- Take full responsibility for security within assigned area
- Uphold confidentiality and professionalism at all times

Applications should be addressed to:

Head of People, Culture and Performance

World Trumpet Mission

✉ Email: interconnectinternationalconsu@gmail.com

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P.O. Box 8085, Kampala, Uganda

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Application Deadline:

3RD April, 2026

World Trumpet Mission is an equal opportunity employer.

We encourage applications from qualified individuals who are passionate about impact, partnerships, and sustainable development.