



# **PAN AFRICAN INSTITUTE FOR DEVELOPMENT – WEST AFRICA**

## ***JOB OPPORTUNITY IN PAID-WA***

June 29, 2023

Pan African Institute for Development is an international educational and professional Non-Governmental Organization established in 1964. It has a focus on sustainable development using the strategies of training, capacity development, practical field research, and advisory services in its interventions. The Pan African Institute for Development West Africa (PAID-WA), Buea is one of the five Regional Institutes of PAID International and has programmes managed by qualified multidisciplinary staff from various countries in west Africa to create and sustain a global network of leaders who are committed to promote change towards patterns of development that are environmentally sustainable and socially equitable.

PAID-WA runs a number of programmes ranging from Masters in Sustainable Development of two academic years with various specializations to Postgraduate Diploma in Development Management; BSc. in Development Studies, a three year intensive programme; Higher Technical Diploma in Development Studies and Higher Technical Diploma in Business Studies of one academic year; and various short specialized Development courses (SDC) ranging from a few days to 3 months.

PAID-WA needs a qualified and suitable candidate for the position of Security Guard

### **Duties and Responsibilities of a Security Guard:**

- Monitor the Institute's property and maintain a safe and secure environment
- Monitor, Check and control all incoming and out-going vehicles.
- Records all Institute's property taken out of the gate.
- Writes daily reports and maintain a diligent record of legal and illegal activities
- Prepares and submits monthly security report and submits it to the Human Resource Officer.
- Watch for signs of crime or disorder; investigate disturbances
- Report any suspicious/unusual occurrences to authorities and management
- Patrol premises randomly and regularly, including buildings and perimeter
- Operate metal detectors and x-ray machines, as needed
- Carry out any other relevant function as assigned by the Regional Director.

### **Requirements and Qualifications:**

- At least First School Leaving Certificate (FSLC)
- Significant work experience as a security guard or other relevant position
- Thorough training and current certification or security officer diploma required
- Basic computer skills necessary for reporting and communications
- Ability to operate detecting systems and emergency equipment

- Extensive working knowledge of public safety and security procedures/protocols
- Willingness to comply with all laws and institutional regulations at all times
- Keen surveillance skills and detail orientation
- Integrity, professionalism, and character beyond reproach

**Skills/Ability Requirements:**

- Excellent organization skills, and strong attention to details
- Ability to work under pressure
- Ability to work in a team.

**Documents for submission:**

Applicants are required to submit the following:

- Hand written application
- Photocopy of relevant certificates and
- A Curriculum Vitae (CV) carrying their personal information and at least two referees.

**Deadline for Submission of Applications: Tuesday JULY 18, 2023**

**Contact: The Regional Director's Office  
PAID-WA, Buea**

**P.O. Box 133, Buea South West Region**

**Tel: + 237 33 32 34 15/673510291**

**Email: [paidwaorg@hotmail.com](mailto:paidwaorg@hotmail.com) or [info.wa@paidafrica.org](mailto:info.wa@paidafrica.org)**

Gladys Njoukiang Asaah (PhD)  
Regional Director

