

Human Resource and Talent Management Section



University of Seychelles

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Campus: Anse Royale and Mont Fleuri

FACILITIES SECTION	
Post title:	Security Officer
Reports to:	DIRECTOR
Academic qualification:	• Advanced Certificate (NQF Level 4) in field directly related to post-title; • Must have a clean criminal record; • Must hold a valid, clean driving license; • Certified First Aider with up-to-date CPR training.
Professional experience:	• Have a minimum of two (2) years of experience in security, protection services, or a related field; • Be experienced in using security systems such as CCTV, alarms, and access control devices; • Have previous experience in property protection and emergency response.

Additional Criteria (Skills & Knowledge)	• Exceptional customer service and conflict de-escalation skills; • Calm under pressure and able to respond quickly in emergencies; • Organized and detail-oriented in reporting and record keeping; • Ability to work independently and collaboratively in a team; • Flexible and adaptable to shifting schedules and operational needs; • A proactive approach to safety and situational awareness; • Be physically fit and capable of extended foot patrols • Demonstrate trustworthiness, discretion, and professionalism;
	• Strong communication and interpersonal skills; • Reliable, self-disciplined, and professional in demeanour.
Personal Attributes	• Be physically fit and capable of extended foot patrols; Demonstrate trustworthiness, discretion, and professionalism.

Job Purpose

The Security Officer is responsible for ensuring the safety and security of all University property, personnel, students, and visitors at both Anse Royale and Mont Fleuri campuses. The role includes monitoring of facilities, managing access control, preventing and responding to incidents, and supporting emergency protocols. Security Officers also support the University's events and daily operations through visible presence and incident reporting.

A. Employment Conditions

- **Full-time** position on a **12-hour shift basis** (including early morning, day, evening, weekends, and public holidays);
- Assigned primarily to **Anse Royale** or **Mont Fleuri** campus as needed;
- May be required to rotate shifts between **university buildings and other premises as the case maybe:**
 - **Anse Royale:** Academic and Administrative Blocks, Science Block, and UniSey Auditorium

- **Mont Fleuri:** One main campus block and surrounding public parking area
- **Other Premises:** To include any other campus area or University facilities as designated by the management of the University.
- **Flexibility is essential** due to the nature of campus operations and events.

B. Authority and Limitations

Security Officers shall act within the scope of:

- University's approved **security protocols and policies**;
- Direct instructions from the **Director of HR & Administration** or delegated authority;
- National **laws and safety regulations**.

C. Performance Standards

- Maintain effective vigilance across all areas of responsibility;
- Adhere strictly to the University's policies and operational procedures;
- Uphold the **highest standards of integrity, discipline, and professionalism**;
- Ensure compliance with **Occupational Safety and Health** standards;
- Provide timely, accurate, and well-documented incident rep

Main Duties and Responsibilities

1. Campus Safety and Asset Protection

- Conduct regular patrols of all buildings, grounds, and perimeters;
- Monitor and control access to all entry and exit points;
- Ensure only authorized personnel and visitors enter the premises;
- Secure buildings after hours and during non-operational periods;
- Respond to alarms, emergencies, or unusual activity.

2. Surveillance and Incident Response

- Monitor and review CCTV footage routinely and upon request;
- Identify and report suspicious persons or behaviours;
- Prepare incident reports and daily activity logs;
- Conduct initial investigations of theft, vandalism, or damage;
- Provide support to national emergency services or police when required.

3. Searches and Enforcement

- Carry out security checks of vehicles, parcels, bags, and deliveries;
- Conduct searches on persons, including staff and visitors, as per protocol;

- Have authority to inspect all areas, including offices and common areas.

4. Event and Emergency Support

- Provide security coverage during University events and large gatherings; • Assist in evacuation procedures and emergency response coordination;
- Support students, staff, and visitors in times of distress or emergency.

5. Coordination and Reporting

- Work closely with the **Security Manager** and designated authorities;
- Maintain accurate logs of equipment usage and security breaches;
- Communicate daily issues or risks to the Director of HR & Administration or delegate.

Professional Development

1. Responsible for continuing **self-initiated** professional development
2. Participates in **University staff development initiatives** by attending training programmes as identified and agreed for appropriate development
3. Engages in professional development activities as required.

Expectations of all staff

Professional standards

All staff employed by the University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

Equal opportunities

All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Health and Safety

The arrangements for meeting the University's health and safety objectives are contained in the UniSey's Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Dress code

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle but should not be provocative or cause offence to those with whom they have contact.

Professional Development

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Staff Full Name:	Signature:	Date:
Line Manager Full Name:	Signature:	Date: