JOB VACANCY

Security Officers (Kaabong)

About Warrior Squad Foundation

Warrior Squad Foundation (WSF) is a registered Ugandan indigenous non-profit organisation founded in 2005 and based in Karamoja, with its headquarters in Kotido. WSF works across the Karamoja sub-region in governance, peace and security; food and nutrition security; climate resilience and natural resource governance; health; and education. Our mission is to empower poor and marginalised people to overcome poverty and its injustices.

WSF invites applications from suitably qualified and motivated Ugandans to fill the positions below.

Position	Security Officer
Number of posts	Two (2)
Reports to	Office Administration Assistant
Duty station	WSF Kaabong Office, Kaabong District
Working hours	Shift work according to the office roster, including early mornings, evenings, weekends and public holidays
Contract	Renewable subject to funding and performance; three months' probation

Job Purpose

The Security Officer is responsible for the day-to-day security and basic upkeep of the WSF Kaabong office. The post holder ensures safe access to the premises, accurate staff movement records, and a clean, orderly working environment so that programme teams can operate effectively.

Key Responsibilities

1. Gate and access control

- Open and close the office gate according to the approved schedule and security procedures.
- Control access to the premises, and verify and record all visitors and vehicles entering and leaving.
- Ensure that no unauthorised persons, vehicles or property enter or leave the compound.

2. Records and staff movement

- Maintain accurate daily records of staff arrival and departure in the attendance/log book.
- Keep the visitors' book and vehicle movement register up to date and legible.
- Hand over clearly to the next shift, noting any incidents or pending issues in the log book.

3. Patrols and incident reporting

- Conduct regular security patrols of the office compound and surrounding areas, by day and night.
- Check that doors, windows, lights, the water supply and office equipment are secure at the end of each shift.
- Monitor and promptly report any security concerns, incidents or suspicious activity to the supervisor.
- Assist with basic emergency response, such as fire or medical incidents, and contact the relevant authorities when directed.

4. Office sanitation and hygiene

- Support the cleanliness of the office compound, including sweeping, slashing and basic cleaning support.
- Ensure proper waste collection and disposal in line with office guidelines.

5. Conduct and accountability

- Uphold the WSF Code of Conduct, safeguarding policy, confidentiality and professional standards at all times.
- Treat staff, visitors and community members with courtesy and respect.
- Take care of security equipment and office property entrusted to the post holder.
- Perform any other duties as may be assigned by the Office Administration Assistant or supervisor.

Qualifications and Experience

Required

- Uganda Certificate of Education (UCE, Senior Four) or equivalent.
- Previous experience in security, guard duties or a similar role.
- Physically fit and able to stand, walk and remain alert for extended periods.
- Willingness to work shifts, including early mornings, evenings, weekends and public holidays.
- Basic written and spoken English, with the ability to keep clear records.
- A clean criminal record and good conduct.

Added advantage

- Ability to speak Ngakarimojong or another local language used in Kaabong.
- A certificate in security or guard training.
- Basic first aid or fire safety training.
- Residence in or near Kaabong Town.

Key Competencies

- Reliability, punctuality and good time management.
- Honesty, integrity and respect for confidentiality.
- Good observation skills and alertness.
- A calm and respectful manner when dealing with staff, visitors and the public.
- Ability to follow instructions and keep accurate records.
- Willingness to support both security and basic office hygiene tasks.
- Commitment to WSF's values of dignity, peace, accountability and community partnership.

Working Conditions

- Based at the WSF office in Kaabong District.
- A combination of gate duty, compound patrols and light sanitation support.
- Shift work according to the office roster, with exposure to local weather conditions.

How to Apply

Interested candidates should submit the following, addressed to the **Executive Director, Warrior Squad Foundation**:

- A cover letter (not more than one page) stating suitability for the position.
- A CV with three (3) referees, including the most recent employer or a local leader (LC1 or Parish Chief) who knows the applicant well, with their phone contacts.
- Copies of academic certificates (UCE) and National ID.
- Copies of any security, first aid or fire safety training certificates (if available).

Combine all documents into **one PDF** and email it to **recruitment@wsfug.org** with the subject line **"Application: Security Officer, Kaabong"**. Hand-delivered applications may be submitted at the WSF Kaabong Office or WSF Head Office, Moroto Road, Kotido. For enquiries, call **+256 393 224534**.

Important Notes

- Only shortlisted candidates will be contacted.
- WSF is an equal opportunity employer. Qualified women and candidates from Kaabong District and Karamoja are strongly encouraged to apply.
- WSF is committed to safeguarding children and vulnerable adults. The successful candidates will be required to sign and comply with the WSF Code of Conduct and Safeguarding Policy, and will be subject to reference and background checks, including a Certificate of Good Conduct (Police Clearance).
- **WSF does not charge any fee at any stage of the recruitment process.** Report any such request to info@wsfug.org.