



Ensuring Accountability of Public Resources

## **EXTERNAL VACANCY ANNOUNCEMENT**

**GAC is inviting qualified candidates for the post of**

**Security Guard - POST #- GAC/ADM-S/HR2025-0003**

### **Position Description**

Position Title: Security Guard

Institution: General Auditing Commission

Location: Ashmun Street, Monrovia, Liberia

Operating Unit: Assets Facility Management Unit

Job Duration: Permanent/Full Time

Report to: Chief of Security

### **Objective/purpose:**

The role holder will provide protection/ support for the commission's assets and facilities including VIP protection when deemed necessary.

### **Job Summary:**

- Guards the premises against intrusion,
- Reports all suspicious behaviours or signs of attempted break-ins to supervisor/assistant security officer,
- Reports all thefts to supervisor,
- Records all visitors, checks them into the premises, provides ground pass and ensures departure after collecting all commission assets (such as ground pass in their possession,
- Records car registration numbers alongside names of visitors entering and leaving the premises,
- Protects life and properties,
- Performs any other duties as may be assigned.

### **Qualifications required to do the job**

- **A minimum of high school diploma from a relevant institution**
- **Must have worked with a security firm or institution for a minimum of three years,**
- **Must possess a security training Certificate/diploma from a recognised institution,**
- **Ability to demonstrate literacy and numeracy.**

## Functional Knowledge

- **Report preparation:** Knowledge of the process of gathering data, compiling information and preparing reports and statements

## Functional skills

- **Computer Literacy skills:** Ability to understand computer concepts and use computers, efficiently within GAC.

## Behavioural Competencies

- **Continuous Professional Learning:** Keep up with trends in the specialised aspects of the strategic planning profession and be a resource of knowledge to others,
- **Creative/ Innovative:** Develop new and unique ways to improve operations within the GAC, to deliver excellence, efficiency and outstanding services to the commission and its partners,
- **Quality focused:** Be thorough and focused on delivering quality and value with regards to service within the GAC.

## Leadership Competencies

- **Share Information:** Openly and honestly share matters that are relevant, important and which have a direct impact on the GACs' operations, the teams and individuals
- **Inspiring:** Create enthusiasm; influence other people positively to act or support GAC ideas/goals
- **Resilient:** Adapt in the face of multiple changes while continuing to persevere toward the strategic goals of the GAC

## Live the Values of GAC

- Integrity
- Transparency
- Independence
- Professionalism
- Diversity

**Hours of Work: 8 (Eight) Hours**

**How to apply:**

**To be considered, interested candidates must submit a duly completed and signed CV and a cover letter in sealed envelopes addressed to: The Senior HR Manager, GAC, Ashmun Street, Monrovia. The Post Number must be clearly written in black ink on the envelope.**

**You can also submit via email using this: [oyzscott@gac.gov.lr](mailto:oyzscott@gac.gov.lr)**

**Opening date: August 25, 2025**

**Closing date: 4:00 p.m. on September 2, 2025**

**Please note: Applications will not be accepted after the deadline**