



Mzuzu International Academy

P.O. Box 20165

Luwinga

Mzuzu 2

Cellphone: +265 992 674 874

Email: principal@mzuzuacademy.org

VACANCY ANNOUNCEMENT

Position: Senior Security Officer

Location: Mzuzu International Academy, Mzuzu

Mzuzu International Academy is a leading institution committed to providing a safe, secure, and conducive learning environment. We are seeking a highly competent and experienced individual to join our team as a **Senior Security Officer**.

Key Responsibilities

- Oversee and supervise all security operations within the school
- Lead and manage a team of security personnel
- Develop and enforce security policies and procedures
- Monitor CCTV systems, access control, and general surveillance
- Conduct regular patrols and security inspections
- Respond to incidents, emergencies, and safety concerns promptly
- Prepare daily and incident reports
- Liaise with law enforcement and emergency services when required
- Ensure the safety of students, staff, visitors, and school property

Qualifications and Experience

Diploma in Security Management, Criminology, or a related field.

- Minimum of 5 years' experience in security operations, with at least 2 years in a supervisory role.
- Experience in a school or worked as a Police / Army Officer will be an added advantage.

Skills and Attributes

- Strong leadership and team management skills
- Excellent communication and report writing abilities
- High level of integrity and professionalism
- Ability to respond effectively under pressure
- Good knowledge of modern security systems and procedures

Interested candidates should submit application letters, curriculum vitae with three (3) traceable referees, copies of educational and professional certificates to the address below before 5:00 p.m. of Thursday 30th April, 2026. Applicants sending applications electronically should send attachments in PDF format and in one folder to.

**The Principal
Mzuzu International Academy
P.O. Box 20165
Luwinga, Mzuzu 2**

email to: recruitment@mzuzuacademy.org

All Communication should be addressed to the Principal.



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JOB DESCRIPTION

Position: Senior Security Officer

1. Job Purpose

The Senior Security Officer is responsible for overseeing and coordinating all security operations to ensure the safety of people, property, and assets. The role involves supervising security personnel, implementing security policies, and responding to incidents effectively.

2. Key Responsibilities

- Supervise and coordinate the activities of security guards and support staff
- Develop and implement security procedures and protocols
- Monitor surveillance systems (CCTV, alarms, access control systems)
- Conduct regular security risk assessments and recommend improvements
- Respond promptly to security incidents, emergencies, and breaches
- Prepare and submit incident and daily security reports
- Ensure proper access control and visitor management procedures
- Liaise with law enforcement and emergency services when necessary
- Conduct routine patrols and inspections of the premises
- Train and mentor junior security staff
- Enforce company policies related to safety and security

3. Qualifications and Experience

- Minimum of a Diploma in Security Management, Criminology, or related field
- At least 5 years of experience in security operations, with 2 years in a supervisory role
- Experience in institutional environments (schools, corporate offices, police or NGOs) is an added advantage

4. Skills and Competencies

- Strong leadership and supervisory skills
- Good communication and report writing skills
- High level of integrity and professionalism
- Ability to handle emergencies calmly and decisively
- Knowledge of security systems and risk management

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- Physical fitness and alertness
- Attention to detail and strong observational skills

5. Working Conditions

- May require shift work, including nights, weekends, and public holidays
- Requires regular patrols and extended periods of standing or walking

6. Reporting Line

- Reports to: Head of Operations / Administration Manager
- Supervises: Security Guards and related personnel

7. Key Performance Indicators (KPIs)

- Reduction in security incidents
- Response time to emergencies
- Compliance with security protocols
- Quality and accuracy of reports
- Staff discipline and performance