VACANY ANNOUNCEMENT AT WILDLIFE CONSERVATION SOCIETY (WCS)

About Wildlife Conservation Society (WCS)

WCS stands for wildlife and wild places. As the world's premier wildlife conservation organisation, WCS has a long track record of achieving innovative, impactful results on a scale. We run programs spanning the ocean and over three million biologically critical square miles in nearly 50 countries. We build on a unique foundation: Our reach is global; we discover through best-in-class science; we protect through on-the-groundwork with local and Indigenous people; we inspire through our world-class zoos, aquariums, and education programs; and we leverage our resources through partnerships and powerful policy influence. Our 5,000 diverse, passionately committed team members in New York City and worldwide work collectively to achieve our conservation mission, for more information visit us at www.wcs.org

WCS Uganda is seeking to recruit a competent person to fill the following position

Job Title **:** Security Guard (1 Vacancy)
Reports to : Country Human Resource Manager
Tenure **:** Full Time
Duty Station **:** Kampala.

Purpose of the position

The purpose of the security guard is to protect the office property, employees, and visitors by maintaining a safe, controlled environment and deterring unauthorized access or illegal activity. The Core Responsibilities are:

a. **Access Control:** Managing who enters and leaves the building by checking identification badges, signing in visitors, issuing temporary passes, and preventing unauthorized entry or tailgating.
b. **Surveillance and Monitoring**: Watching live security camera feeds (CCTV), monitoring alarms, and staying alert for suspicious behavior or safety hazards.
c. **Patrols and Inspections**: Regularly walking through the office premises, checking doors, windows, and restricted areas to ensure physical security and spot vulnerabilities.
d. **Incident Response**: Acting immediately during emergencies—such as medical crises, building collapse or damage, fires, or security breaches—by providing initial help, coordinating with emergency services, or guiding building evacuations.
e. **Reporting and Documentation:** Maintaining accurate logs of daily visitors, deliveries, and writing detailed reports on any unusual occurrences or security incidents.

Position specific responsibilities

The duties and responsibilities of the security guard are as follows:

- Ensure both WCS staff and visitors' access to the office is conducted according to the organization safety and security protocols.
- Treat all visitors and WCS partners who access the office very well.
- Register all visitors to the office before entry to in the office building.
- Ensure proper identification of all visitors to the office and safety and security checks before entry and exit.
- Manage the gate to the office to deter unauthorized person from entering the office.
- Ensure that the electronic security system is engaged and disengaged during the right times.
- Report any incidences or suspicious activities, persons, or objects on office premises to the logistics and administration assistant.
- Conduct daily checks and inspection of vehicles and other equipment on office premises to ensure they are not vandalized or stolen.
- Ensure that all WCS assets moving out office are authorized before exiting the office, including vehicles.
- Ensure that the office is locked, and the electronic security system is engaged.
- Ensure timely reporting to office to allow for a smooth rotation of security personnel.
- Ensure proper use of office packing space.
- Ensure that WCS staff vehicles packed on site beyond 12 hours are recorded and a copy of the vehicle key is kept in the security room
- Maintain a good relationship with our neighbors.
- Document the state of property and equipment on Friday before security service provider takeover office security for the weekend.
- Ensure that visitors are received by the officer responsible before they enter the office.
- Ensure that security lights are switched on and off at the right time.
- Report failure or malfunction of security system and security lights to logistics and administration assistant or finance staff immediately
- Ensure that WCS staff who access office during non-working days, including weekends are registered in the staff book.
- Ensure that office telephone is active all the time and used appropriately.
- Respect colleagues at work.

Qualifications, Competencies and Experience

- Minimum of Uganda Certificate of Education (UCE), Uganda Advanced Certificate of Education or equivalent.
- Certificate in Security Management or relevant security training is an added advantage.
- At least one (1) year of relevant experience in security operations.
- First Aid and Fire Safety training will be an added advantage.
- Must possess a clean criminal record.

Competencies and Skills:

- Good knowledge of security procedures, surveillance and access control.
- Excellent observation, vigilance and attention to detail.

- Strong communication and incident-reporting skills.
- Ability to handle emergencies and respond to security threats appropriately.
- Good interpersonal, teamwork and conflict-resolution skills.
- High levels of integrity, honesty, discipline and confidentiality.
- Ability to work under minimal supervision and in shifts.
- Good physical fitness and ability to remain alert throughout duty hours

HOW TO APPLY

Please send a cover letter, CV and at least three references (with contact information including phone numbers) sent as one PDF document by email, clearly indicating "the job title" in the subject to wcsuganda@wcs.org by November 12th **2026.** Only shortlisted candidates will be contacted. Full description of the vacancies can be accessed on our website: https://uganda.wcs.org/Opportunities.aspx

WCS is an equal opportunity employer, and the organisation complies with all employment and labour laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and engaging in a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. The organisation provides equal employment opportunities for all qualified candidates. The organisation does not discriminate for employment based on gender, race, ethnicity, religion, colour, national origin, sex, age, disability, marital status, sexual orientation, citizenship status, caste, genetic information or any other covered status or characteristic protected by laws and regulations, and similar categories. WCS e*mployment is subject to code of conduct policy and other policies including background checks.* WCS does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.

It is everyone's responsibility to ensure that we do not tolerate discrimination or harassment based upon a person's membership in one of these protected categories in areas such as recruitment, selection, job assignment, supervision, training, promotions, job grading, transfers, termination, compensation, benefits, educational opportunities, WCS-sponsored recreational activities and facilities. The organisation complies with the spirit and intent of relevant local laws and WCS's employment policies, assignment, supervision, training, promotions, job grading, transfers, termination, compensation, benefits, educational opportunities, WCS-sponsored recreational activities and facilities.