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**LOCATION:** Albania.

**INSTITUTIONAL TYPE:** Private University.

**VACANCY TYPE:** Security Guard.

**SALARY:** Commensurate with rank.

**DISCIPLINE:** Operations Department

**Responsibilities:** please refer to JD

**Key Qualifications:** Experience in physical security and surveillance.

**Deadline for Applications:** 20 March 2019.

**Start Date:** 01 April 2019.

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University of New York in Tirana (UNYT), Albania (South-Eastern Europe) [<http://www.unyt.edu.al>], Administration is accepting applications to fill one vacancy in **Security Guard** Applicants need to demonstrate expertise in the field of Physical Security and Surveillance, Communication, etc., preferably in the sector of Private Education Institutions in Albania. Cultural adaptability, the ability to collaborate well in a multi-ethnic environment and very good communication skills are valued qualities.

UNYT is an accredited multi-ethnic, private university in Tirana, Albania established in 2002, which strives to provide intelligence, knowledge, skills and technology-intensive Higher Education that shifts efforts, intellectual assets and resources from a local to a global setting through engaged and active learning in small classes. Instruction at UNYT is in English. UNYT is an equal opportunity employer.

### ***SECURITY GUARD***

The Security Guard is to provide a safe and secure campus environment for UNYT's students, faculty, staff and guests.

As such the specific duties of this position are related to and include:

- Protect company's property and staff by maintaining a safe and secure environment
- Ensuring premises and property are protected in an appropriate and effective fashion against a variety of natural and man-made threats.
- Act lawfully in direct defense of life or property
- Take accurate notes of unusual occurrences
- Report in detail any suspicious incidents

- Patrol randomly or regularly building and perimeter. Preventing, detecting and reacting appropriately when the situation calls for.
- Monitor and control access at building entrances and vehicle gates
- Watch alarm systems or video cameras and operate detecting/emergency equipment
- Interacting with law enforcement officials and the justice system, where necessary,
- Providing leadership and direction in emergencies and assisting emergency personnel in times of crisis, e.g. directing fire fighters to the easiest/best way to get to the scene of the fire.
- Controlling access to a site, including monitoring entrance & gate passage, escorting people & valuables,
- Preventing work accidents by being aware of potential dangers, reporting safety hazards and following directions to minimize the risk posed to others.

### Requirements

- Proven work experience as a security guard or relevant position
- Ability to operate detecting systems and emergency equipment
- Excellent knowledge of public safety and security procedures/protocols
- Surveillance skills and detail orientation
- Integrity and professionalism

**Application:** Qualified candidates are kindly requested to send initially **by e-mail** at [hr@unyt.edu.al](mailto:hr@unyt.edu.al) quoting code “Security\_ Mar 2019”, in the Subject field of the e-mail:

1. A Letter of Application detailing key Qualifications for this position;
2. Current curriculum vitae;
3. Photocopies of credentials and transcripts;