



REPUBLIC OF LIBERIA
GOVERNANCE COMMISSION



P. O. BOX 1757
3rd Street, Sinkor, Tubman Boulevard
Monrovia, Liberia

<http://www.governancecommission.org>

Cell #: 0777989155/0777239156

JOB DESCRIPTION/PROGRAM MANAGER

VACANCY ANNOUNCEMENT May, 2026

Job Title: Security Supervisor

The Governance Commission, located on 3rd Street, Sinkor, is seeking to hire a qualified Liberian for the position of **Security Supervisor** to support the work of the Commission. Women are highly encouraged to apply.

Job Title: Security Supervisor

Job Summary:

The Security Supervisor is responsible for overseeing the safety and security of the Governance Commission's premises, personnel, and assets. The role involves supervising security operations, enforcing security protocols, preventing risks, and ensuring a safe and secure working environment. The Security Supervisor will lead by example, maintain vigilance, and respond promptly to incidents while coordinating with management and relevant authorities when necessary.

Key Duties and Responsibilities

- Supervise and coordinate the activities of security personnel to ensure effective coverage and enforcement of security procedures.
- Monitor the premises to prevent unauthorized access, theft, vandalism, fire hazards, and other security breaches.
- Maintain a strong and visible security presence to deter criminal activity and promote safety within the facility.

- Conduct routine and random patrols of buildings and surrounding areas to identify and address potential risks.
- Control and monitor the movement of people, vehicles, and goods into and out of the premises, ensuring that prohibited items are not brought in or taken out.
- Inspect security systems, including surveillance equipment, alarms, and access control systems, to ensure they are functional and effective.
- Identify, investigate, and report suspicious activities, irregularities, or security threats, and take appropriate action in line with established procedures.
- Respond promptly to emergencies, incidents, or alarms, and coordinate with law enforcement or emergency services when required.
- Enforce compliance with institutional security policies, rules, and regulations among staff, visitors, and contractors.
- Prepare and submit accurate daily, weekly, and incident reports detailing activities, observations, and security concerns.
- Safeguard the Commission's property, personnel, and information by implementing preventive security measures.
- Provide guidance, training, and performance oversight to subordinate security staff to maintain high standards of professionalism.
- Ensure proper documentation of incidents, visitor logs, and access records.
- Support management in risk assessment and the development of improved security strategies.
- Perform any other related duties as may be assigned from time to time.

Minimum Qualifications and Experience

- Bachelor's Degree (BSc) in Criminology, Sociology, Security Studies, or a related field; or equivalent national-level training in law enforcement or military service with relevant experience.
- Minimum of three (3) years of progressive experience in security operations or a related field, with supervisory experience considered an advantage.
- Strong understanding of national security frameworks, threat assessment, and risk analysis.
- Ability to work effectively in a multidisciplinary and professional environment.

Behavioral and Skills Competencies

- Demonstrated ability to work effectively in a multicultural and diverse environment.
- Strong analytical and problem-solving skills, with the ability to respond to security challenges proactively.
- Good interpersonal and communication skills, with the ability to build and maintain relationships.
- Proven leadership and teamwork abilities in complex work settings.
- High level of integrity, professionalism, and accountability.
- Ability to understand, interpret, and enforce institutional policies and procedures.
- Flexible, adaptable, and capable of working under pressure.
- Self-motivated, dependable, and detail-oriented.
- Trustworthy, punctual, and approachable with a strong sense of responsibility.
- Willingness to go above and beyond in the execution of duties.

Duty Station: Monrovia

Start Date: TBA

Salary commensurate with qualification and experience

The Commission now invites eligible candidates to apply.

DEADLINE FOR APPLICATION IS: May, 29, 2026

Application and CV with Supporting Documents, including three (3) References and contact cell phone numbers, should be submitted to the address below:

Mohamed S. Konneh

Acting Human Resource Director

3rd Street, Sinkor

P.O.Box 1757,

Monrovia, Liberia

Tel: 0777989155/0777239156 mohakonneh954@[gmail.com](mailto:mohakonneh954@gmail.com) info@[governancecommission.org](mailto:info@governancecommission.org)

PLEASE NOTE THAT ONLY APPLICANTS SHORTLISTED WILL BE CONTACTED