

Job Vacancy Announcement

Date: 12th November, 2025

Employer name: APC Investment Centre

Job Role: **Security Officer (1 Post)**

Job Type: Full Time

Organization Type: Hospitality Industry

Application deadline: **25th November, 2025**

Job summary

Security Officer is responsible for assisting head of security Unit in overall safety and security of guests, personnel, property, and assets within the Centre. The primary objective is to prevent and respond to security breaches, emergencies, and threats.

Minimum Entry Qualifications

- The applicant must have successfully undergone training in the **Military, Police, Prisons, or National Service**.
- Holding a Diploma or Certificate in Law, Information Systems, Computer Science, Law Enforcement, or any other related field from a recognized institution will be an added advantage.
- Must have at least two (2) years of working experience in a related field.
- Applicants should be below 45 years of age.

Attributes

- i. Trustworthy
- ii. Proactive
- iii. Communication and interpersonal Skills
- iv. Problem-Solving
- v. Ethical conduct
- vi. Detail oriented
- vii. Highly responsible and reliable

Duties and Responsibilities

Surveillance: Monitoring and patrolling designated areas through the use of surveillance

- i. cameras, security systems, and physical presence to detect suspicious activities or unauthorized access;

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- ii. Access Control: Enforcing access control policies by checking identification, credentials, and permits of individuals entering a premise, ensuring only authorized personnel gain entry;
- iii. Emergency Response: Being prepared to respond swiftly to emergencies, such as fires, medical incidents, natural disasters, or security breaches, by following established protocols and coordinating with emergency services if necessary;
- iv. Conflict Resolution: Handling conflicts, disturbances, or disputes among individuals within the Centre in a calm and professional manner, de-escalating situations when possible;
- v. Reporting: Maintaining accurate and detailed logs of daily activities, incidents, and observations, and reporting any unusual or potentially hazardous situations to higher authorities;
- vi. Compliance: Following established security protocols and procedures established by regulatory authorities and internal policies to ensure consistent and effective security measures are in place. Also assisting in enforcing safety regulations and guidelines to minimize risks and hazards within the environment;
- vii. Customer Service: Providing assistance and guidance to employees, visitors, and customers when needed, while maintaining a professional and approachable manner;
- viii. Equipment Operation: Operating and maintaining security equipment such as access control systems, CCTV cameras, metal detectors, and communication devices;
- ix. Training: Staying updated on security policies, procedures, and relevant training to enhance skills and knowledge in security practices;
- x. Collaboration: Cooperating with law enforcement agencies, emergency services, and other security personnel when required;
- xi. Risk Assessment: Identifying potential security vulnerabilities and suggesting improvements to enhance the overall security posture;
- xii. Crisis Management and Emergency Response: Participate and implement emergency response plans for various scenarios, such as natural disasters, medical emergencies, drills, security breaches, and coordinate with relevant departments to ensure effective crisis management and;
- xiii. Any other duties assigned by immediate supervisor.

How to Apply:

- Please send your **cover letter, CV, Birth Certificate, Copy of National ID/NIDA Number** and other certificates through email: hr@apchotelandconferencecentre.co.tz
- For more details regarding the post please visit our **website (www.apchotelandconferencecentre.co.tz)**
- Certificates from foreign examinations bodies for ordinary and Advanced level educations should be verified by The National Examinations Council of Tanzania (NECTA)

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- Professional Certificates from foreign universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE)
- Presentation for forged certificates and other information's will necessitate to legal actions and disqualifications
- Deadline of the application is on **25th November, 2025**
- Due to the large number of inquiries, we receive, only candidates who have met the required experience & qualifications for this position will be contacted
- We may wish to retain your CV in our database for other/future opportunities, unless you direct us otherwise. Thank you very much for your interest.

***We are proud to be an Equal Employment Opportunity Employer.
We value and seek diversity in our workforce.***