

CALL FOR APPLICATIONS



1.0 BACKGROUND

The Centre for Youth Empowerment and Civic Education (CYECE) is a non-governmental organization committed to promoting youth empowerment, civic education in Malawi. In order to strengthen safety and security at its offices, CYECE invites applications from suitably qualified individuals to fill the position of Security Guard.

2.0 SECURITY GUARD

CYECE seeks to recruit a Security Guard to ensure the safety and security of staff, visitors, property, and organizational assets.

3.0 KEY DUTIES AND RESPONSIBILITIES

The Security Guard will be responsible for, but not limited to, the following duties:

- Guarding CYECE premises and property at all times
- Controlling access to the premises and monitoring movement of people and vehicles
- Conducting regular patrols to ensure safety and security
- Reporting any security incidents or suspicious activities promptly
- Ensuring adherence to organizational security procedures
- Supporting emergency response and safety measures when required

4.0 ELIGIBILITY CRITERIA

The ideal candidate must meet the following requirements:

- Minimum of two (2) years' proven work experience as a Security Guard or in a related security role
- Must be disciplined, and of good conduct
- Must be willing to undergo due diligence checks
- Must possess a valid and clean police clearance record
- Ability to work flexible hours, including nights, weekends, and public holidays
- The ideal candidate must possess a National ID

5.0 KEY COMPETENCIES

- High level of integrity and honesty
- Strong observation and reporting skills
- Ability to remain alert and calm under pressure
- Good communication and interpersonal skills
- Ability to work independently with minimal supervision

6.0 APPLICATION DOCUMENTS

The interested applicants must submit the following documents:

1. Application letter
2. Curriculum Vitae (CV) with at least three traceable referees
3. Copy of National ID
4. Copy of Police Clearance Certificate

7.0 APPLICATION PROCESS

The due date for submitting applications is 30th January 2026. All applicants must submit their applications to the following email address vacancies@cyecemw.org Alternatively, applications can be sent to the following address indicating SECURITY GUARD in the subject line of your email/envelope

The Executive Director

Centre for Youth Empowerment and Civic Education (CYECE)
Off M1 Road, Area 15/6,
Gogo Jenala Compound
P/Bag B-349, Lilongwe 3.

CYECE is an equal opportunity employer and encourage applications from qualified individuals regardless of gender, ethnicity, or disability to apply.