



VACANCY ANNOUNCEMENT

The Lilongwe Institute of Orthopaedics and Neurosurgery (LION) is an autonomous not-for-profit institution managed by the LION Trust. LION functions as the Orthopaedics and Neurosurgery Department of Kamuzu Central Hospital and provides high-quality public and private healthcare services in trauma, orthopaedics, and neurosurgery. The Institute's goal is to reduce disability and its economic impact on individuals, families, and communities in Malawi.

LION invites applications from suitably qualified and experienced individuals to fill the following position:

SECURITY OFFICER

Contract Period: Two (2) years, renewable subject to satisfactory performance.

Reports to: Head of Security

Job Summary

The Security Officer is responsible for ensuring the safety and security of patients, staff, visitors, assets, and premises across all LION facilities. Working in collaboration with contracted security personnel, the Security Officer maintains a safe and secure environment through surveillance, access control, emergency response, enforcement of security procedures, and compliance with the institution's security policies and protocols.

Key Duties and Responsibilities

- Conduct regular patrols of hospital buildings, compounds, and surrounding areas to prevent and respond to incidents such as theft, vandalism, trespassing, and violence.
- Monitor security systems, including CCTV surveillance, alarms, and access control systems, and respond appropriately to security alerts.
- Ensure the safety and security of patients, staff, visitors, contractors, and hospital property.
- Enforce hospital security policies, procedures, and access control protocols.
- Control access to restricted areas and verify the identity and authorization of staff, visitors, contractors, and service providers.

- Respond promptly to security incidents, emergencies, fire alarms, and emergency calls, providing first aid assistance where trained and appropriate.
- Assist in the evacuation of patients, staff, and visitors during emergencies in accordance with established emergency response procedures.
- Liaise and cooperate with law enforcement agencies, emergency services, and other relevant authorities during investigations and emergency situations.
- Conduct routine security inspections and risk assessments, identifying vulnerabilities and recommending corrective and preventive measures.
- Investigate security incidents and prepare accurate reports, maintaining appropriate records and evidence where necessary.
- Maintain detailed records of daily activities, incidents, visitor access, investigations, and security observations.
- Provide courteous and professional assistance to patients, visitors, and staff by responding to security-related enquiries and concerns.
- Participate in the orientation of new staff and provide awareness training on hospital security procedures and safety practices.
- Participate in continuous professional development to remain current with security best practices, legislation, and emergency response procedures.
- Perform any other duties as assigned from time to time.

Qualifications and Experience

- Bachelor's Degree in Security Management, Security Studies, Criminology, Law Enforcement, or another related field from a recognized institution, or an equivalent qualification.
- A minimum of three (3) years' relevant work experience in a security-related position, preferably within a healthcare or institutional environment.

Required Skills and Competencies

- Sound knowledge of security operations, surveillance systems, access control, and emergency response procedures.
- Knowledge of fire safety, occupational safety, and emergency preparedness principles.
- Excellent observation, vigilance, risk assessment, and incident management skills.
- Strong analytical, problem-solving, and decision-making abilities.
- Good communication, interpersonal, and conflict resolution skills.
- Strong report writing, documentation, and record-keeping skills.
- Ability to deliver high-quality customer service while maintaining a secure environment.
- Ability to work under pressure, respond effectively to emergencies, and maintain professionalism during stressful situations.
- Basic computer literacy and ability to prepare electronic reports will be an added advantage.

Personal Attributes

The ideal candidate should:

- Demonstrate honesty, integrity, and professionalism.
- Be vigilant, alert, and attentive to detail.
- Remain calm, composed, and capable of making sound decisions under pressure.
- Be customer-focused, courteous, and respectful when dealing with patients, visitors, and staff.
- Be physically fit and capable of responding promptly to security incidents and emergencies.
- Be dependable, disciplined, and able to maintain confidentiality.
- Be a team player with the ability to work collaboratively with colleagues and external stakeholders.
- Demonstrate commitment to continuous learning and professional development.

Application Procedure

Interested candidates who meet the above requirements should submit their application letter, detailed Curriculum Vitae (CV), and copies of relevant academic and professional certificates to:

The Human Resources Director,
LION Trust,
P.O. Box 31653,
Lilongwe.

Email: recruitment@lion.mw

Closing Date: 24 July 2026

Only shortlisted candidates will be contacted.