INTERNATIONAL COMMUNITY SCHOOL OF ABIDJAN

GUARD FORCE COMMANDER

THE SCHOOL: The International Community School of Abidjan (ICSA) has been a leading educational institution in Abidjan for 50 years and has grown and developed alongside the city itself, with significant growth and development on the international stage in the past few years. The not for profit, US Embassy founded, international school of over 80 nationalities, still strives to maintain the community feel that has always been a core element of ICSA. We desire to be an environment where diversity is celebrated and all members of our community are included, believing that this commitment to diversity, equity, inclusion, and social justice is vital to the realization and cultivation of character and intellect in our students and faculty. We are a school that is truly committed to our mission of **Learning and Leading in a Collaborative Culture.**

THE POSITION: We are seeking a bilingual English and French Guard Force Commander (GFC). The GFC plays a crucial role in maintaining a safe and secure environment conducive to learning and personal development within the school. The incumbent of the position must possess excellent communication skills and professionalism. We are looking for a professional that oversees the deployment and activities of security personnel to ensure comprehensive coverage of the campus, including entrances, exits, buildings, and grounds.

ICSA does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, in any of its activities or operations.

THE POSITION: GUARD FORCE COMMANDER (GFC)

Job Title:	Guard Force Commander (GFC)
Employment type:	Local Hire Contract
Line manager:	Facilities Manager
Supervised agents (N-1):	Outsourced: Security guards and police officers

Missions

The Guard Force Commander oversees the security operations and personnel provided by an outsourced security company. This role is responsible for ensuring the safety and security of students, staff, and visitors within the campus premises and the school parking lot. The Guard Force Commander works closely with the security company, the police officers stationed on the campus and the school administration to implement effective security measures and protocols.

Principal activities

Under the supervision of the Facilities Manager, the GFC will:

- Supervise the guard force that provides protection to the facilities
- Oversee the police officers crew posted on the campus
- Prepare guard orders, deployment of guards and weekly scheduling
- Conduct regular inspections of guards and guard posts
- Respond promptly and effectively to security incidents, emergencies, or alarms, taking appropriate action to mitigate risks and maintain order
- Investigate irregularities, maintain inventory reports
- Prepare reports and making recommendations regarding discipline and termination actions
- Act as a point of contact between the security company and the school
- Ensure all guards are properly uniformed, equipped and staffed as per contract
- Plan, coordinate and lead safety, security and fire drills
- Oversee security services contract compliance
- Assess potential security risks and threats for each new housing that the school wishes to rent and provide report the management

- Serve as the primary point of contact for security-related inquiries, concerns, or incidents, providing timely and accurate information to stakeholders

- Serve as the primary point of contact for coordinating with local law enforcement and emergency services during crises or incidents

- Maintain accurate records of security incidents, investigations, and enforcement actions

- Maintain positive relationships with the security department of the US Embassy in Abidjan

Job related constraints

- Be reachable at all times in case of emergency

Competencies reference framework

Required profile

- Education:
  High School (secondary school) diploma or local equivalent (Baccalaureate) is required. Advanced security training and risk management including problem identification and problem solving required.

- Prior Work Experience:
  Minimum of three years of progressively responsible experience in security OR one years experience with a Bachelor Degree - public private sector (commercial, civilian, police or military) is required, including management experience

- Language Proficiency:
  Fluency in French & Good working knowledge in English

- Job Knowledge:
  A strong knowledge in physical security protection, standard security practice and procedures, developing and deploying of community style policing, creation of defensive security plans, and good working knowledge of standard security equipment and digital cameras is required. Advanced security training and risk management including problem identification and problem solving required. Must know ivorian operational environment, language, law and security entities; and historic criminal and terrorist threats and operational tendencies.

- Skills and abilities:
  Must possess good analytical skills, presentation and public speaking skills, and good working knowledge of computers (MS Suite and Google Suite). Able to write basic reports, produce operating procedures and email.

Excellent communication and interpersonal skills, with the ability to interact effectively with individuals at all levels.
Driver license required.

Application instructions:

- ➔ Application file: ONE document - CV attached with a motivation letter including three (3) professional references and their contact information
- ➔ Application file named with the Candidate Full name and the position
- ➔ Application email subject shall be : **GFC position**
- ➔ ICSA will contact **ONLY** shortlisted applicants

Interested and qualified candidates please apply to ICSA's at: director@icsabidjan.org. Application deadline is August 18th 2026.