



BOLO
INSTITUTE
OF TECHNOLOGY
— est. 2023 —

RECRUITMENT PROFILE

Security & Cleaning Team

Keep the campus safe, clean and welcoming.

BOLO IT is recruiting two team members to keep its four-floor campus secure and well kept. These are the roles students encounter every day, and the standard they set is the first thing anyone visiting the institution notices.

Location	Douala, Cameroon
Employment	Full-time Two positions Shift work
Reports to	Facilities / Operations Lead
Expected start	June 2027
Sector	Higher education Campus services

The institution

BOLO Institute of Technology is a technology-focused higher-education institution in Cameroon, architected around three pathways — Higher National Diploma, Bachelor's and Master's — and being developed to prepare technology professionals, innovators, researchers and entrepreneurs for opportunities in Cameroon, across Africa and internationally.

BOLO IT is being built around a distinctive educational model: rigorous academics combined with hands-on laboratories, real-world projects, internships, professional certifications, mentorship and instruction shaped by experienced technology practitioners. The institution is intentionally globally oriented, AI-enabled and Silicon Valley-inspired.



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Deido - Douala
Cameroon



A student educated at BOLO IT in Cameroon should leave with the academic foundation, practical capability, AI fluency, professional exposure and confidence to compete with technology talent anywhere in the world.

The opportunity

The two positions cover campus security and campus cleanliness across a four-floor building containing classrooms, computer laboratories and offices. The work begins before the institution opens — securing the site through the equipment installation period — and continues through the teaching year on a shift pattern covering the hours the building is in use, with responsibility for opening, closing and the condition of every teaching space.

Mandate

- Keep the campus, its equipment and above all its people safe.
- Have every teaching space clean and ready before the first class of the day.
- Control who enters the building, courteously and consistently.
- Protect a substantial investment in laboratory and classroom equipment.
- Respond calmly and correctly when something goes wrong.
- Represent the institution well to everyone who arrives at the door.

Core responsibilities

Campus security

Control access to the building, monitor entry and exit, maintain the visitor record, and patrol the floors on a regular pattern during and outside teaching hours.



Opening & closing

Open and secure the building each day, check that rooms, laboratories, windows and equipment are locked and switched off, and manage keys and access.

Cleaning & presentation

Clean classrooms, laboratories, offices, corridors and washrooms to a set daily standard, and keep teaching spaces ready between sessions.

Equipment care

Clean around computer and laboratory equipment correctly and safely, and report damage, faults or missing items promptly.

Incident response

Follow the institution's procedure for emergencies, fire alarms, accidents and security incidents, and report accurately to the Facilities / Operations Lead.

Supplies & reporting

Monitor cleaning and washroom supplies, request replenishment before they run out, and keep the daily log the campus is run from.



First-phase priorities

1. Complete induction on the campus layout, access points and equipment.
2. Learn the emergency, fire and incident procedures and take part in the first drills.
3. Secure the site through the furniture and equipment installation period.
4. Agree the cleaning schedule and daily standard for each type of room.
5. Establish opening, closing and key-handling routines.
6. Set up the visitor record and access control practice.
7. Prepare every teaching space for the first day of classes.
8. Settle the shift rota covering the hours the building is in use.

Required qualifications

- No formal academic qualification is required; reliability and trustworthiness matter most.
- Previous experience in security, caretaking, cleaning or facilities work is an advantage.
- For the security position, recognised security training or prior guarding experience is preferred.
- Physically able to patrol a four-floor building and carry out cleaning duties.
- Willing to work a shift pattern, including early starts and evening cover.
- Able to communicate courteously in English or French, and to keep a simple written log.





The person we are looking for

These roles suit people who take pride in a place being right, and who can be trusted with a building full of equipment and young people.

Trustworthiness

Holds keys, access and an empty building without anyone needing to check.

Reliability

Arrives on time, every shift, and the campus is ready because of it.

Alertness

Notices what is out of place — a door, a stranger, a smell of burning.

Care for the place

Cleans behind things, not only in front of them.

Courtesy

Firm with access control and polite with everyone, including at the end of a long shift.

Calm in incident

Follows the procedure under pressure and reports it accurately.



What success looks like

In the first year

Within the first year, the campus should open and close reliably every day, teaching spaces should be clean and ready before classes, access should be controlled with an accurate visitor record, no equipment should be lost, fire drills should have been completed, and incidents should have been handled and reported correctly.

Over time

Over time, success will be measured through the security record of the campus, equipment loss and damage, the daily condition of teaching spaces, safety and inspection outcomes, and how students, staff and visitors describe the environment when they arrive.

The BOLO IT graduate

A BOLO IT graduate should be academically grounded, technically capable, AI-fluent, practically experienced, globally minded, professionally prepared, innovative and entrepreneurial. Students should leave with more than transcripts — they should leave with projects, software, research, certifications, portfolios, internships, professional relationships and evidence of real-world capability.

How to apply

| We believe world-class technology talent can be developed anywhere.

Our ambition is to build one of Africa's leading technology institutions and develop graduates capable of competing with technology talent anywhere in the world.





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Applications and enquiries should be sent to info@bolo89.com. Please include a curriculum vitae and a short covering letter setting out why this role, at this institution, at this moment.

BOLO Institute of Technology is an equal-opportunity employer. This profile describes the role as currently planned; details may be refined before appointment.



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