



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE:	SECURITY OFFICER
MINISTRY/OFFICE:	Office of the Prime Minister and Cabinet
DIVISION: Corporate Services	DUTY STATION: Honiara
POSITION NUMBER (HRMIS): 281-00155	MINISTRY VACANCY NUMBER:
POSITION LEVEL: L2.1	SALARY RANGE: \$19,535.87 PER ANNUM
THIS POSITION REPORTS TO: SECURITY SUPERVISOR	
POSITIONS SUPERVISED: Nil	

SECTION B - SCOPE OF DUTIES

The Office of the Prime Minister and Cabinet is the lead Office of the Executive (Government) as well as the coordinating Ministry of the Government. It has the mandate to provide necessary support to the Prime Minister as head of the Executive Government, and monitor the overall implementation of government policies and programs across Ministries and whole of government.

The Corporate Support Services Division supports the Office of the Prime Minister & Cabinet to deliver its mandate by managing the Ministry's Corporate Services, Human Resources Management, Property and Asset Management Services, Procurement and Financial Services.

The position will contribute to the corporate functions and objectives of the ministry ensuring effective discharge of security static guard functions.

SECTION C - KEY DUTIES

The position is required to undertake the following duties;

1. Maintains the provision of reliable and security instructions in a professional manner and provide security support to the ministry's operation.
2. Ensure all entries to the compound and incidents or events occurring is recorded and managing employees and visitors into the premises;
3. Report any threats and irregular activity to the supervisor immediately;
4. Monitor and control entrance and departure of employees and visitors according to prescribed protocol.
5. Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. Designated property is monitored and security services is delivered efficiently and effectively.

2. Records of entries and incidents or events occurred produced.
3. Number of security issues reported to management.
4. Security Instruction and protocol is efficiently and effectively enforced.
5. 100% attendance and compliance with Code of Conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Certificate Level qualification or Form 6 with relevant experience.
- Must be Medically healthy, physically and mentally fit

Desirable Qualifications

- Form 3 Certificate or other relevant training qualification.

Capabilities Required

- Ability to apply and maintain security instructions or rules.
- Ability to work unsupervised.

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

- KSC 1** Previous experience working as a security officer, demonstrating ability to manage visitors with varied emotions;
- KSC 2** Skills and ability to analyse security situations and offer solution;
- KSC 3** Demonstrated ability to work as part of a team and unsupervised;
- KSC 4** Demonstrate skills and ability for planning, implementing, monitoring and reporting financial progress;
- KSC 5** Good written and verbal communication skills and the ability to prepare written reports;
- KSC 6** Outstanding work attendance record and strong commitment to upholding Public Service Values and Code of Conduct.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary:	\$751.38
Annual Salary:	\$19,535.87 - \$21,352.62
Annual Leave Entitlement:	18 days
Other Terms and Conditions of Service relevant to this position:	
• <i>A Housing Allowance or access to the Public Service Rental Scheme</i> • <i>B Other standard leave entitlements outlined in the General Orders for SIG Public Servants.</i>	

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

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Secretary to the Prime Minister/Responsible Officer

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Date Approved

Additional Comments: