

<b>Post Title</b>	Security Guard	<b>Salary Scale</b>	<b>Grade 14-12/11-10</b>
<b>Reporting Officer</b>	Branch Manager	<b>ER 2024#</b>	4
<b>Department</b>	Port security	<b>Location</b>	KPA, Kiritimati
<b>Minimum Qualification Requirements (MQR)</b>	<p><b>Skills/ Qualifications</b></p> <ul style="list-style-type: none"> <li>• <b>Port Security Certificate</b></li> <li>• Form 6 certificate</li> <li>• Certificate in Designated Security/Port Security Awareness Certificate</li> <li>• At least three years working experiences as Security Guard at the Port or as seafarer on overseas vessels.</li> <li>• Physically and mentally fit</li> <li>• Clean police and employment record</li> <li>• Age is between 20 to 55 years</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• Proficiency both in English and Kiribati writing and speaking</li> <li>• Excellent communications</li> <li>• Familiar with ISPS Code</li> <li>• Ability to communicate with Ship Masters</li> <li>• Computer literate</li> </ul>		
<b>Duties and responsibilities</b>	<ol style="list-style-type: none"> <li>1. Enforce the Security Standard Operation Procedures and compliance to the ISPS Code</li> <li>2. Denied unauthorized access of persons or vehicles to the restricted area unless approval is granted by the Chief Executive Officer</li> <li>3. Inspect vehicles and containers prior entering the port</li> <li>4. Direct cars to designated parking areas</li> <li>5. Physically counts items released against the signed release note and ensure that other relevant document including custom have been cleared before it could go out through the gate.</li> <li>6. Inspect and patrol the port area and ensure that fence is safe and containers kept therein are properly locked. This is particularly important at night and during weekends or public holidays.</li> <li>7. Report any incident of break-in or attempted break-in to the Port Pacific Security Officer or the Chief Executive Officer for immediate actions.</li> <li>8. Issue out visitor's entry card and keep the record in the log book for future auditing.</li> <li>9. Maintain and update gate logbook and ensure to record all peculiar events that occurred during shift hours and ensure to report to Senior Security Guard immediately.</li> <li>10. Remove unauthorized persons found entering the port area and call the Police for assistance if necessary.</li> </ol>		

	11. Perform any other tasks that may be assigned by supervising officers from time to time.		
<b>Submitted by:</b>		<b>Signature:</b>	
		<b>Date:</b>	
<b>Approved by:</b>		<b>Signature:</b>	
		<b>Date:</b>	