



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Justice & Attorney General	SYS. POSN. NO: DJAGAF.13	REF. NO: DJAGAF.13
OFFICE: Corporate Affairs & General Administration	DESIGNATION/CLASSIFICATION: Security Guard (HQ) Gr. 09	DIVISION: Corporate Affairs & General Administration
LOCAL DESIGNATION: Security Officer	BRANCH: Assets & Facilities Management	REPORTING TO: Institutional Housing Supervisor Gr. 12 SYS. POS. NO: DJAGAF.12
SECTION: Security Operations	LOCATION: Boroko	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM 8.1.20/AF: 31/13	31 March 2013	Position renamed
HRM 8.1.20/AF: 08/24	08 August 2024	Revised

2. PURPOSE

The Security Officer is responsible for ensuring the safety and security of Department properties and staff, maintaining a secure working environment at all times.

3. DIMENSIONS

- Responsible for the security of all Department properties and personnel.
- Reports to the Institutional Housing Supervisor.
- Engages with internal and external stakeholders for security operations.

4. PRINCIPLE ACCOUNTABILITIES

- Ensure the security and safety of Department properties and occupants at all times.
- Maintain effective security measures to safeguard Department assets and personnel.

5. MAJOR DUTIES

- Conduct routine checks of visitors entering and leaving the premises to prevent unauthorized access and ensure no weapons are brought into the premises.
- Adhere to and enforce security procedures and guidelines.

- Report security incidents and breaches to the Team Leader (Security Operations).

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal:

- Report to the Team Leader (Security Operations).
- Coordinate with other security personnel within the Department.

(b) External:

- Establish good working relationships with fellow DJAG security guards and relevant personnel in agencies within the Law & Justice sector.

6.2 WORK ENVIRONMENT

- The role operates within the statutory, specialist, and administrative framework of the Department, focusing on ensuring a secure environment for all personnel and assets.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Must comply with all departmental security policies, procedures, and guidelines.
- **Decision:** Authorized to make decisions regarding immediate security responses within the scope of the role.
- **Recommendations:** Suggest improvements to security measures and report potential risks to the Institutional Housing Supervisor.

8. CHALLENGES

- Maintaining vigilance and ensuring the security of the Department's premises, especially during high-traffic periods, is the most significant challenge. The role requires constant alertness to potential threats and quick decision-making to handle security incidents effectively.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications:

- Grade 12 High School Certificate.

(b) Knowledge:

- Understanding of security operations and procedures.

(c) Skills:

- Ability to perform duties with minimal supervision.
- Must be proactive and innovative.
- Effective communication skills.

- Capability to work long hours when required.

(d) Work Experience:

- Previous experience in a similar position is advantageous but not mandatory.