



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Justice & Attorney General	SYS. POSN. NO:	REF NO: DJAGAF.76
OFFICE:	DESIGNATION/CLASSIFICATION: Security Guard (Popondetta) Gr. 09	
DIVISION: Corporate Affairs & General Administration	LOCAL DESIGNATION:	
BRANCH: Assets & Facilities Management	REPORTING TO: Provincial Offices Coordinator Gr. 14	REF NO: DJAGAF.94
SECTION: Assets & Facilities	LOCATION: Popondetta, Oro Province	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM 8.20/AF: 30/14	30 th APRIL 2014	CREATE

2. PURPOSE

Assets & Facilities Management is responsible in ensuring that all key activities, projects and/or contracts are closely monitored to ensure value for money. The Branch itself also overlooks the area of security operations to safeguard staff, assets and facilities belonging to the department.

The Security Guard (Popondetta) is responsible for ensuring that both Department properties and Staff are working in a safe and secured environment.

3. PRINCIPLE ACCOUNTABILITIES

- To ensure that the security of Department's properties and Staff are maintained at all times by checking inside and outside of the offices and ensure that doors are securely locked after hours.
- To provide an effective and efficient security measures:-
- By carrying out routine checks of clients coming in and out, to ensure that no weapons are brought into the office premises.
- Comply with security procedures by following guidelines.
- Ensure offices main gate is locked after hours, and opened at 7:45 am Monday to Friday.

3. MAJOR DUTIES

- Patrol areas and check doors, gates and windows for signs of unauthorized entry.
- Watch for irregularities (such as fire hazards, leaking water pipes, lights left on, equipment malfunctions, and unlocked security doors) and report incidents or problems to the appropriate authority.
- Record times of inspections and presence of authorized persons.
- Monitor cameras and report any suspicious activity.
- Provide assistance to the public and clients.

4. NATURE AND SCOPE

4.1 WORKING RELATIONSHIP

a) Internal

- Report to the Provincial Offices Coordinator.
- Manager Security Operations.

b) External

- Security Firms.
- Police.

5. QUALIFICATIONS, EXPERIENCES AND SKILLS

a) Qualifications

- Grade 10 High School Certificate.

b) Knowledge

- Knowledge of the duties involved with security issues.

c) Skills

- Ability to perform duties with minimum or no supervision.
- Must be innovative and pro active
- Ability to communicate clearly
- Possess good interpersonal skills
- Possess good negotiation skills
- Demonstrate ability to work for long hours if and when required.

d) Attributes

- Must be honest and reliable
- Must be strong and medically fit
- Must not have any Criminal records
- Must be observant.

e) Experience

- Previous experience in similar position would be an advantage but not necessary.

