

JOB DESCRIPTION

Position: Security Guard
Code: DBS_1278
Salary Grade: G1/1 – G1/9

Department: CSD
Location: Main Office
Rate: \$7,533 - \$10,384 per annum

Position Primary Objective

The goal of this position is to patrol and protect assigned property, promote and enforce safety and security and act as a visible deterrent against irregular activity.

Responsibilities and duties

1. Patrol designated properties to monitor and prevent intrusion, damage, hazards and breaches of security.
2. Protect properties and tenants from theft, damage, trespassing or accidents.
3. Provide a visible presence that enforces safety and security.
4. Identify and investigate suspicious behavior, threats and irregular activity
5. Respond to alarms and requests for help.
6. Monitor and control car parking spaces for authorized vehicles.
7. Monitor and control entrance and departure of employees and visitors according to prescribed protocol.
8. Enforce approved regulations pertaining to all individuals on the property.
9. Report rule infractions and violations.
10. Monitor and prevent movement of prohibited items into and out of properties.
11. Conduct exterior property checks for maintenance issues, malfunctions or hazards
12. Contact relevant authorities to deal with unlawful or irregular activities
13. Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.
14. Implement the prescribed emergency plan in case of emergency
15. Prepare written reports of daily activities, observations and incidents

Selection Criteria

1. Minimum of School Certificate
2. Preferably between the ages of 30 – 45 years
3. Able to communicate in English and Samoan
4. Minimum of 2 years working experience in security guard field or related field
5. Maintain a professional appearance and attitude
6. Flexible to work different schedules
7. Must have a clean police record
8. Must live in the vicinity of the Apia Urban Area

Applications must include

1. DBS Application Form 2
2. A recent Curriculum Vitae
3. Three written references (current)
4. Certified copies of academic qualifications