



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

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**MINISTRY/AGENCY/OFFICE:** National Parliament Office

**DIVISION/SECTION:** SAA

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 279-00265

**MINISTRY VACANCY REF:** 1/2022

**POSITION TITLE:** Security Supervisor

**POSITION LEVEL:** 5/6

**SALARY RANGE:** \$1,268.07 - \$1,534.25

**THIS POSITION REPORTS TO:** Sergeant At Arms

### SECTION B - SCOPE OF DUTIES

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This position will contribute to the organisation functions and strategies by;

Providing and maintaining security of the Speaker, Members of Parliament, Staff, and the Parliament precinct and properties. The Security on a daily basis supervisor coordinates security officers in their duties in consultation with Officers in charge of security shifts.

### SECTION C - KEY DUTIES

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*The Officer will be required to:*

- Coordinate the enforcement and implementation of the duties of security officers in line with procedures and duties stipulated in the Parliament Admission Rules.
- Coordinate, monitor and enforce the implementation of the Parliament Admission Rules and procedures as applied to visitors, members of parliament and staff.
- Participate in the meetings of the Security Oversight Committee and provide secretarial services for the committee and make recommendations on areas needing improvements in the Admission Rules.
- Monitor, log record and produce daily typed reports on the work of **Officers In Charge** (OIC) of security shifts and make recommendations for improvement of security services.
- Draft security officers shift duty roster and update and amend on a monthly basis in consultation with the Serjeant at Arms.
- On a triannual basis, conduct appraisal and OIC performance management interactive session using the Performance Management Process (PMP) cycle and submit PMP reports to the SAA
- Assist the Serjeant-At-Arms in the development, production and implementation of the Departmental Annual Work Plan.
- Report to the Serjeant-At-Arms matters concerning Security Staff.
- Stand-in in the absence of the Serjeant-At-Arms when on leave or any other related situations.

- Pay regular visits to Parliament Office and check on Security on duty.
- Check Opposition and Independent securities.
- Report to Police (999) any incidents occurred at the Parliament Office and surrounding.
- Report any damages to Government properties.

## **SECTION D - KEY DELIVERABLES**

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### ***Successful performance of the duties will be indicated by:***

- Security Procedures and duties stipulated in the Admission Rules enforced and implemented in daily security duty
- Admission rules enforced in the admission of visitors, MPs and staff of Parliament.
- Minutes of the security oversight committees typed and prepared and recommendations made from time to time for improvement of the Admission Rules
- Daily duty reports on security progress submitted to the Office of the Serjeant At Arms.
- Security Duty Roster drafted and updated on a monthly basis.
- Subordinates appraised and encouraged to on areas of success or needing further improvements thrice in a year
- DAWP for the office of the SAA prepared and submitted to the Strategy Support unit
- Reports produced presented to the SAA
- In the absence of the SAA the Security Supervisor performed the duties of the SAA
- Regular nightly visits paid to NPO especially during night hours
- Office of the Leader of Opposition, Independent Group, properties and security staff checked.
- Incidences reported to Police
- Damage to Parliament properties reported to Police, SAA and NPO Management

## **SECTION E – QUALIFICATIONS**

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### **Qualifications**

- Form 7 or certificate in security training and possess Human Resources related skills with 3 years working experience.

## **SECTION F - KEY SELECTION CRITERIA**

### **Experience:**

- Three or more years of security supervisory work experience.
- Desirable to have a passion with work experience using security tools such as cameras and softwares

### **Key capabilities, Skills and ability:**

- Ability to understand and comply with the public service Code of Conduct and follow all other laws, policies and procedures which relate to the improving gender equality and creating safer workplaces.
- Knowledge and ability in reading and applying the Parliament Admission Rules
- Read and Writing Skills
- communication skills using Ms Outlook and MS office programs
- Skills of coordinating team work

- Ability to work without supervisor or with team

**SECTION G - TERMS AND CONDITIONS**

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- **Fortnightly Salary:** Salary per fortnight: \$1,268.07 - \$1,534.25
- **Annual Salary:** \$32,969.90 - \$39,890.49
- **Annual Leave entitlement:** 21 days
- Rental entitlement \$2,300 or Housing allowance \$190.21

Other Conditions of Service relevant to this position will outline in the agreement of service upon appointment.

**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:*



19/04/2022

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**Clerk to National Parliament/Responsible Officer**

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**Date Approved**

*Additional Comments:*