



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: National Parliament Office

DIVISION/SECTION: SAA

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): (279-00260, (279-00205), (279-00203)

MINISTRY VACANCY REF: 1/2023

POSITION TITLE: Security

POSITION LEVEL: 2/3

SALARY RANGE: \$751.38 - \$821.25 fortnight

THIS POSITION REPORTS TO: Security Officer In Charge (OIC)

SECTION B - SCOPE OF DUTIES

This position will contribute to the organisation functions by provide security for Parliament precinct and properties, Members of Parliament, staff and overall watch in and around the National Parliament Building.

SECTION C – KEY DUTIES

The Officer will be required to:

- Guard and manned the entry and exit gates located around the Parliament perimeter fence and regularly communicate observations to the security console room.
 - Screen all categories of visitors entering and leaving the Parliament compound and issue visitor's passes relevant to each category and ensuring visitors abide with the code of dressing and the Admission Rules of Parliament.
 - Check all vehicles entering and leaving the precinct and ensure drivers abide with the Parliament Rules of Admission of visitors.
 - Direct visitors to the appropriate person or place within the precinct.
 - Provide Security Services ensuring the safety and protection of Members of Parliament, staff, visitors, contractors and all stakeholders within the precincts of Parliament.
 - Protect and provide security watch and patrols around parliament properties, Office buildings including the Offices of the Leader of the Opposition and the Independent Group and assets within these precincts.
 - Deal with any illegal entry or unruly behaviour and ensure that the Parliament compound is free from criminal or unacceptable behaviours
-

- Assist the Sergeant-At-Arms as, Security Supervisor and OIC when required and ensure the Admission Rules are implemented accordingly.
 - Any other duties as may be directed by the Sergeant-At-Arms and Clerk to Parliament.
-

SECTION D – KEY DELIEVERABLES

Successful performance of the duties will be indicated by:

Applicants should be able to demonstrate:

- Mature and good behavior without criminal record to combat crime and illegal intruders to Parliament compound.
 - willingness to work extra hours when required from time to time
 - Timeliness in attending to duty shifts and readiness to standby working odd hours
-

SECTION E- QUALIFICATIONS AND CAPABILITIES

Qualifications

- Form 5/6 leaver with certificate in security training
-

SECTION F - KEY SELECTION CRITERIA

Experience

- Three years and above work experience and have experience related to security job

Key capabilities:

- Security skills being alert and intellectual in professionally dealing with the different levels of people entering and leaving the precinct.
- Must be physically, mentally and socially fit
- Capable in collecting information, analyse and communicate the relevant information to the appropriate person at the right time.
- Capable and knowledgeable of using Security CCTV system
- Strong ability to work in a team and ensure interdependency of team members contributing to success of team.

Skills and ability:

- Ability to understand and comply with the public service Code of Conduct
 - Ability to follow all laws, policies and procedures enforce by Public Service and national Parliament in creating safer workplace.
 - Knowledge and ability in reading and applying the Parliament Admission Rules
 - Ability to read and write
 - Ability to work without supervisor
-

- Good communication, written and interpersonal skills

SECTION G – TERMS AND CONDITIONS

Fortnightly Salary: Salary per fortnight: \$751.38 – 821.2

Annual Salary: \$19,535.87 - \$21,352.62

Annual Leave entitlement: 18 days

Housing allowance: \$150.28 per fortnight

Rental eligibility: \$1,700 per Month

Other conditions of service will outlined 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:



04/04/2023

.....
Clerk to National Parliament/Responsible Officer

.....
Date Approved

Additional Comments: