

JOB DESCRIPTION

Position Title: Security Officer

Division: Operation	Location: Vaitele Compound
Report to: AGM Operation	Contract: Permanent
Hours of Work: Shift Work	Salary: \$10,108 - \$14,644 [L4 – L5]

Primary Objectives

Ensure the safe and security of SSC property and equipment's. Monitoring and carry out regular checks and enforcing safety regulations.

Part A: Key Responsibilities, Activities, Tasks & Key Performance Indicators (KPIs)

Key Areas of Responsibility	Key Activities and Tasks
1. Security	<ul style="list-style-type: none"> Patrol the property regularly to help keep the workplace safe and secure. Check buildings, equipment, doors, and entry points to ensure everything is in order. Monitor and control the entry of vehicles and visitors onto the premises. Lock doors, windows, and access points after operations to protect company property. Watch for unusual or suspicious behaviour and report it to your supervisor immediately. Assist in stopping unauthorized persons from entering the property and contact authorities when required. Record daily activities and report any incidents or concerns.
Follow instructions from the AGM Operation / Supervisor and support the team when needed	

Part B: Merits and Selection Criteria

Skills and Abilities	<ul style="list-style-type: none"> i. Good communication skills in both Samoan and good understanding of English ii. Arrives on time, follows schedules and complete assigned shifts reliably iii. Ability to record daily activities r iv. Able to speak clearly, give basic directions and protect company property v. Can be relied upon to following instructions and respectful in interacting with visitors and staff vi. Is in good physical health with a sound mind,
Personal Attributes	<ul style="list-style-type: none"> i. Honest and reliable ii. Follows instructions, respects work policies and can be counted on to show up and perform duties at all times when and as required

Work Experience	<ul style="list-style-type: none"> i. No prior convictions, has a clean police record (essential) ii. No prior security experience is required – training will be provided for the right candidate (desirable) iii. At least 2 years minimum working a security officer
Qualifications	Completed High School Form 6/Year 12 equivalent

Continued Professional Development

The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.

