



PO Box Private Bag, Apia, Samoa Ph: 685-34100 | Fax: 685-20293/24058 E-mail: centralbank@cbs.gov.ws Web: www.cbs.gov.ws

POSITION DESCRIPTION – Security Officer	
Position Title & Details	Position Title: Security Officer Position Code: 0117
Position Purpose & Background	<p>The Security Officer Position is responsible for the security of the two Bank’s properties: the main building in Apia and the Offsite building at Ululoloa. The Security Officer is required to secure and guard the banks’ employees, tenants, assets and/or properties. The post patrols in and around the building, securing all areas of the Bank, and provides accurate details to its customers and management.</p> <p>The Security Officer should have the ability to manage all customers or visitors to the building and direct them to relevant personnel or Offices. Security Officers are expected to work closely with their Senior Officers during all shifts to minimize any risk to the Bank and its contents.</p>
Responsible to:	Manager through Assistant Manager – PPD Department
Governing Legislation	CBS Act 2015.
1. Key Accountabilities / Duties	
	<ol style="list-style-type: none"> 1. Secure and guard the Bank’s premises – assets, properties, employees, tenants. 2. Patrol premises to prevent and detect signs of intrusion. 3. Report to the Security Supervisor and faults, issues and or risks detected during security role. 4. Authorize and monitor entrance and departure of employees, tenants and visitors to the Bank’s premises. 5. Answer telephone calls, take messages and provide appropriate information when required. 6. Monitor security systems and report any faults at any time. 7. Maintain safe bank operations and to detect evidence of tampering. 8. Monitor and ensure air-condition units, lights, water and all electricity are turned on or off at appropriate times. 9. Maintain and update the log book recording all relevant incidents and appropriate. 10. Ensure security of doors, windows and gates at the premises.
Key Deliverables	
	<ol style="list-style-type: none"> 1. Satisfactorily completed weekly patrols 2. Adequately completed fortnightly rostered shift work 3. Successful completion of first aid training and at least two other in-house trainings 4. Consistently maintaining required physical fitness levels
POSITION SPECIFIC COMPETENCIES	
1. Skills and Abilities	

Problem solving	<ul style="list-style-type: none"> • Seek all relevant information for problem solving. • Analyze issues from different perspective and draw sound recommendation from information available.
Achieve Outcomes	<ul style="list-style-type: none"> • Plan, organize and manage time wisely to meet targets. • Complies with standing policies and procedures.
Organizational awareness	<ul style="list-style-type: none"> • Understand link of individual role to direction and goal of agency.
Communication and Public relations	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. • Write in a clear, fluent and concise manner. • Communicate orally in a manner which is clear, fluent and precise. • Show strong cooperation and teamwork through information sharing and knowledge sharing. • Provide prompt customer service and respond flexibly to staff needs.
Computer literacy / System literacy	<ul style="list-style-type: none"> • Proficient is using Microsoft Office programs to collect data and record statistics, produce reports.
2. Personal Attributes	
Integrity and Independence	<ul style="list-style-type: none"> • Display high level of honesty and confidentiality. • Maintain integrity and high ethical standards in the conduct of work. • Serve the Bank irrespective of personal preferences.
Intellect and Judgment	<ul style="list-style-type: none"> • Excellent problem solving, judgment and decision making. • Decisions are logical, fair and comprehensive.
Commitment and Personal Drive	<ul style="list-style-type: none"> • Enthusiastic, positive and committed. • Set high standards of performance for self and others.
Flexibility	<ul style="list-style-type: none"> • Is adaptive and receptive / open to new ideas; • Respond and adjust easily to changing work demands and circumstances. • Is adaptable and not bound by old ways of doing things.
Building networks and teamwork	<ul style="list-style-type: none"> • Establish and maintain relationship with people at all levels. • Promote harmony and agreement in dealing with conflicts. • Cooperate, work well with others and show consideration, concern and respect for others' feelings and ideas.
Initiative	<ul style="list-style-type: none"> • Is proactive, takes an opportunity and act upon it. • Originate action and actively influence events.
3. Experience and Past Work Performance	
	<ul style="list-style-type: none"> • Minimum of 3 years work experience as a Security Officer with knowledge and skills in the use of fire equipment. • Knowledge of First Aid and Fire Safety. • Must be physically fit. • Knowledge in emergency planning.
4. Academic Qualification and Training	
	<ul style="list-style-type: none"> • Completed Secondary School Level.
Remuneration	<p>Position Status: Permanent Casual position Position Salary: Grade 1 Level 5/7 (\$9,996- \$11,248) per annum before tax. This amount is inclusive of 10% employee contribution to National Provident Fund and 1% contribution to Accident Compensation Fund.</p>