



Ministry of Police, Prisons & Corrections

Duty Statement and Performance Assessment

Position Title	:	Security Officer
Location	:	Samoa Police Academy, Tafaigata
Section	:	Project Management Unit
Salary Grade	:	P021/PO26 \$13, 259.00 - \$15, 762.00 p.a
Report to the	:	Project Supervisor

Primary Purpose of Role:

To undertake the surveillance of our premises and protection of our staff and visitors. The ideal candidate will inspire respect and authority as well as possess a high level of observation. It is to help in maintaining excellent working conditions by keeping our facilities safe and problem-free.

Duties:

1. Patrol premises and perimeter regularly to maintain order and establish presence
2. Monitor and control entrance of vehicles or people at building entrances and vehicle gates
3. Remove wrongdoers or trespassers from the area
4. Question people for suspicious activity or possessions
5. Respond to alarms by reporting and assessing the situation
6. Provide assistance to people in need
7. Report any faults occur
8. Submit reports of daily surveillance activity and important occurrences
9. Protect ministry's property and staff by maintaining a safe and secure environment
10. Observe for signs of crime or disorder and investigate disturbances
11. Act lawfully in direct defense of life or property
12. Take accurate notes of unusual occurrences and report in detail any suspicious incidents

Objectives and Key Results Areas (Accountabilities):

- Ensure all necessary Health & Safety precautions are taken
- Attend jobs as organized on time and complete
- Provide an excellent service to the ministry by proving the best solution.

Selection Criteria:

1. A PSSC/ SSLC (total grade of 15 for English and best 3 subjects). (Essential)
2. Proven experience as security officer or guard with sound knowledge of guidelines for area security and public safety (Desirable)
3. Familiarity with report writing and be able to communicate in both English and Samoan (Essential)
4. Excellent surveillance and observation skills with training in First Aid and self-defense as an advance. (Desirable)
5. Proven to be healthy, fit and stable. Good physical condition and strength with the ability to work (Essential)