



## PAPUA NEW GUINEA PUBLIC SERVICE



## JOB DESCRIPTION

## 1. IDENTIFICATION

<b>DEPARTMENT:</b> Commerce and Industry	<b>SYS. POSN. NO:</b> 0230000222	<b>REF. NO:</b> CSHR.11
<b>WING:</b> Corporate Services	<b>DESIGNATION/CLASSIFICATION:</b> Security Officer	<b>GRADE:</b> 7
<b>DIVISION:</b> Corporate Services	<b>LOCAL DESIGNATION:</b> Security Officer	
<b>BRANCH:</b> Human Resource Management	<b>REPORTING TO:</b> Assistant Secretary - HRM	<b>SYS. POSN. NO:</b> 0230000021
<b>SECTION:</b> Human Resource Management	<b>LOCATION:</b> Waigani, P.O Box 375, NCD, Mutual Rumana, Ground Floor - 2 <sup>nd</sup> Floor	<b>REF. NO:</b> CSHR.01

## HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference / File No)	(Structure approved date)	(Record of how position has changed)
140	16 - 03 - 2000	Restructure
159	11 - 07 - 2007	Restructure
182 - OD 2.3 / 30062014	30 - 07 - 2015	Restructure
189	06 - 12 - 2018	Restructure

## 2. PURPOSE

The Security Officer is responsible for provision of general security services and surveillance in the department to ensure safety of the officers and the department as a whole.

## 3. DIMENSIONS

The Security Officer reports directly to the Assistant Secretary - HRM on all security matters.

## 4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Ensure effective security service is provided to the staff and the department.
- 4.2 Ensure 24 hours surveillance around the office premises.
- 4.3 Ensure strict screening and monitoring of clients and visitors to the department.
- 4.4 Provide security to the Secretary and the two Deputy Secretaries.
- 4.5 Provide security to the Office of the Minister for Commerce & Industry.

## 5. MAJOR DUTIES

- 5.1 Provide effective and efficient security services to the staff and the department,
- 5.2 Provide 24 hours surveillance around the office premises,
- 5.3 Screen and monitor clients and visitors into the department,
- 5.4 Provide security to the Secretary and the two Deputy Secretaries.
- 5.5 Provide security to the Office of the Minister for Commerce & Industry.

- 5.6 Perform other duties as directed by the Assistant Secretary - HRM.

## 6. NATURE AND SCOPE

The Security Officer is a guardian and:

1. Undertake duties under the supervision and direction of his/her supervisor,
2. Collaborate with other department officers on the work related matters.



### 6.1 WORKING RELATIONSHIP

#### 6.1.1 Reporting

- To Assistant Secretary - HRM on all security matters and consults with the supervisors on other work related matters

#### 6.1.2 Internal

- Assistant Secretary – HRM on security matters.
- Supervisors on security matters,
- HR Staff on personnel matters.

#### 6.1.3 External

- Liaise with the Department of Personnel Management on matters pertaining to pay,
- Consult with Department of Finance, Payroll Division on payroll matters.
- Liaise with other Security Companies on matters of interest.

### 6.2 WORK ENVIRONMENT

- This is a security position responsible for providing general security and surveillance in and around the department. The incumbent must be a trained security guard having previously served in the public and private organizations with good track record.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules and Procedures

The Security Officer is guided by:

- The Department Corporate Plan 2018 - 2022, Management Plan and various Management directives of the Department.
- Medium Term Development Plans (MTDP 11, 111)
- Various legislations including Public Service General Orders 2014, Public Service (Management) Act 2014, Public Finance (Management) Act and industry regulations.
- Department of Finance ICT Policy.

### 7.2 Decision

- Provide effective and efficient security services,
- Consistent with Public Service (Management) Act and Public Finance (Management) Act and Security Commissions Act.





### 7.3 Recommendations

- Relevant security strategies,
- Liaise with the Securities Commission of PNG,
- Liaise with Department of Finance, Payroll Division,

## 8. CHALLENGES

- Compliance to existing laws and regulations,
- Maintain best security practices,
- NEC Directives and Decisions on Public Service matters,
- Stakeholder collaboration,
- Capacity building and teamwork,
- Budget and resourcing.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### 9.1 Qualifications

- A minimum of a Grade 10 or preferably a Grade 12 Certificate from a recognized College or Institution with advance knowledge in Security services.

### 9.2 Knowledge

- Familiar with security services practices,
- Basic knowledge of the security code of conduct and ethics,
- Working knowledge of relevant Public Service legislations and regulations.

### 9.3 Skills

- Demonstrated good communication (both written & oral)
- Demonstrated ability to build relations with clients and visitors,
- Maintain good image of the Department,
- Ability to analyze researches and issues and report writing,
- Computer literacy and use of appropriate software applications

### 9.4 Work Experience

- A minimum of two (2) years relevant work experience level in key government agencies or private sector with a strong background in providing security services.

## STATEMENT SIGNED BY OCCUPANT OF THIS POSITION

In accordance with General Orders 2.40, I, \_\_\_\_\_ do solemnly declare that I will abide by the terms and conditions outlined under this Job Description as an officer of the Public Service of Papua New Guinea and may be held accountable or penalized for any breach of the Revised General Orders 2012 during my term of employment.

Signed: \_\_\_\_\_

