



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

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**MINISTRY/AGENCY/OFFICE:** National Parliament Office

**DIVISION/SECTION:** SAA

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 279-00066

**MINISTRY VACANCY REF:** 1/2020

279-00074

279-00260

**POSITION TITLE:** Security

**POSITION LEVEL:** 2

**SALARY RANGE:** \$751.38 - \$821.25 fortnight

**THIS POSITION REPORTS TO:** Sergeant At Arms

**THIS POSITION SUPERVISES:** nil

### SECTION B - SCOPE OF DUTIES

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The purpose of this position is to provide security for Parliament Sittings, Parliament properties, Members of Parliament, staff and overall watch in and around the National Parliament Building.

### SECTION C - KEY DUTIES

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*The Officer will be required to:*

- 1) Guard and manned the entry and exit gates located around the Parliament perimeter fence and regularly communicate observations to the security console room.
- 2) 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.
- 3) Check all vehicles entering and leaving the precinct and ensure drivers abide with the Parliament Rules of Admission of visitors.
- 4) Direct visitors to the appropriate person or place within the precinct.
- 5) Provide Security Services ensuring the safety and protection of Members of Parliament, staff, visitors, contractors and all stakeholders within the precincts of Parliament.

- 6) 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.
- 7) Deal with any illegal entry or unruly behaviour and ensure that the Parliament compound is free from criminal or unacceptable behaviours
- 8) Assist the Sergeant-At-Arms as and when required and ensure the Admission Rules are implemented accordingly.
- 9) Any other duties as may be directed by the Sergeant-At-Arms

## **SECTION D - KEY DELIVERABLES**

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*Successful performance of the duties will be indicated by:*

Applicants should be able to demonstrate:

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

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

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**Key capabilities:**

- 1) Security skills of being watchful, alert and intellectual in professionally dealing with the different levels of people entering and leaving the precinct.
- 2) Ability to collect information, analyse and communicate the relevant information to the appropriate person at the right time.
- 3) Ability to write Reports in the station diary and communicate information to Officers in charge.
- 4) Ability to manage and control the Parliament Security CCTV system and interpret the various events happening in and around the compound.
- 5) Strong ability to work in a team and ensure interdependency of team members contributing to success of team.

**Qualifications**

- Form 5 Leaver with a certificate in security training and desirable to have a diploma holder in HR related field

## **SECTION F - KEY SELECTION CRITERIA**

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**Experience:**

Two and above work experience and have experience in related field of security services

**Skills and ability:**

(a) Ability to understand and comply with the public service Code of Conduct and follow all other laws, policies and procedures which relate to the improving gender equality and creating safer workplaces.

(b) Knowledge and ability in reading and applying the Parliament Admission Rules

**SECTION G - TERMS AND CONDITIONS**

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**Fortnightly Salary:** Salary per fortnight: \$701.42 - \$728.     **Annual Salary:** \$18,235.95-\$19,932.90

Annual Leave entitlement: 25 days

Other Conditions of Service relevant to this position:

*Rental entitlement of \$1,700 or Housing allowance of \$132.37 per fortnight*

**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:*

**Permanent Secretary/Responsible Officer**

**Date Approved**

*Additional Comments:*