



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister & National Executive Council	SYS. POSN. NO: 45000184	REF. NO: SBAS 28	
OFFICE: Operations	DESIGNATION/CLASSIFICATION: Guard, Grade 8		
DIVISION: Corporate Services	LOCAL DESIGNATION: Guard – Shift A		
BRANCH: State Building Assets & Security	REPORTING TO: Senior Guard – Shift A	SYS. POS. NO: 45000180	REF. NO: SBAS 24
SECTION: Security	LOCATION: Waigani		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/ 2016	08/04/2016	Reclass
Org: 01/ 2012	12/12/2012	

2. PURPOSE

To provide and maintain effective and efficient static security services to the Chief Secretary to Government, department staff and properties including Sir Manasupe Haus, Morauta Haus, Mirigini Haus and Government Flying Unit.

3. DIMENSIONS

Financial – Nil	Staff supervised - Nil	Others - Nil
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4. PRINCIPAL ACCOUNTABILITIES

Protect state property and department personnel by maintaining a safe and secure environment.

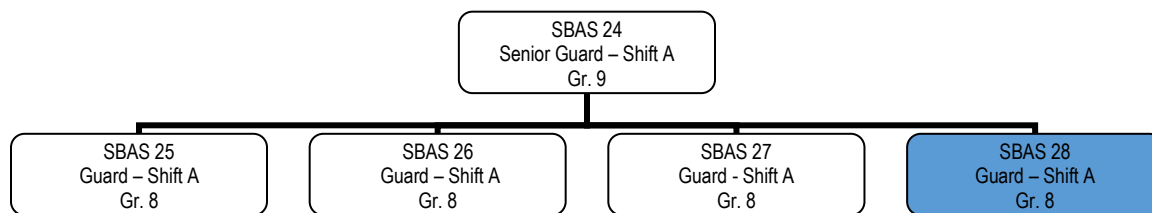
5. MAJOR DUTIES

- 5.1 Ensure to be stationed at designated locations at all times.
- 5.2 Assist Senior Guard in ensuring all administration and logistic requirements for security operations are in place and in operational readiness.
- 5.3 Ensure to maintain safety and security of personnel employed at Sir Manasupe Haus, Morauta Haus, Mirigini Haus and Government Flying Unit including all state properties and assets.
- 5.4 Promptly attend to queries at the boom gate and main security desk.
- 5.5 Monitor and control access at building entrances and vehicle gates.
- 5.6 Patrol randomly or regularly building and perimeter.
- 5.7 Take accurate notes of unusual occurrences.
- 5.8 Ensure incidents are reported and entered into the Occurrence Book.

6. NATURE AND SCOPE

The job provides security services to the Chief Secretary to Government, department staff and properties including Sir Manasupe Haus, Morauta Haus, Mirigini Haus and Government Flying Unit.

6.1 WORKING RELATIONSHIPS



(a) Internal

- This position reports directly to the Senior Guard – Shift A, SBAS 24
- Maintains good working relationship with subordinates and other Shift Guards.

(b) External

- Maintains constant networking with PNG Police Force, PNG Fire Service and other recognized Private Security firms.

6.2 WORK ENVIRONMENT

The position is administrative and is located in Waigani however, when required, official visits to government agencies within and outside of National Capital District relating to the job is inevitable.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures –

- Job operates within the precincts of the Public Service General Order, Business Processes, Public Finance (Management) Act, DPM Circular Instructions.
- Constraints will be due to amendments to policies and legislations and restrictions imposed through government circulars and instructions like redrafting of human resource management policies, practices and procedures.
- Maintain high level of security services.
- Maintain high level of work ethics and professionalism.

Decision- Nil

Recommendations - Nil

8. CHALLENGES

This position encounters no frequent problems or any difficult problems.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications:

- Minimum Grade 10 Certificate.
- Diploma in Public Administration.
- Police Training Certificate.

(b) Knowledge: Must have excellent knowledge of the following:-

- Duties and responsibilities of a security guard.
- Security systems and procedures.

(c) Skills: Ability to demonstrate the following skills at a high level:-

- Computer Literate with Microsoft Office applications.
- Communication (written/oral).
- Leadership skills.
- Ability to think and act quickly.
- Ability to interact effectively and tactfully with members of the public.

(d) Experience:

Minimum of three (3) years work experience in the Police, Defense Force or relevant security organizations.