|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title** | Maritime Security Guard | **Salary Scale** | Grade 14-12/11-10 |
| **Reporting Officer** | Senior Security Guard | **ER 2025#** | 20 |
| **Department** | Port Security | **Location** | KPA Headquarter, Betio |
| **Minimum Qualification Requirements (MQR)** | **Skills/ Qualification:*** Secondary School Leaving Certificate or Higher education and
* ISPS Security Awareness Certificate from any recognized Institution with
* At least 2 months experience as a Security Guard at any recognized international port and
* Proven experience in the processing of Imports and Exports for release and reception to and out of KPA storage facility,

**Personal Attributes:*** Excellent verbal and written communications skills both in English and Kiribati
* Ability to communicate and serve difficult Customers,
* Flexible and adaptable to work abnormal hours as the shift requires,
* Attentive and alertness to safety and security risks and incidents.
* Firm and consistent in dealing with non-compliance activities,

**Requirements:*** Physically and mentally fit
* Clean police record
* Age is between 25 to 50 years
 |
| **Duties and responsibilities**  | 1. Report to duty as rostered, sober and with the appropriate work attire and Stand guard at any assigned station during the shift period (8 hours) and effectively carry out current watch orders, applicable security SOP and company’s requirements and procedures,
2. Provide a high level of customer service in a challenging and dynamic environment,
3. Monitor site visitors to ensure safety and access in accordance with KPA policies and procedures,
4. Monitor and control the issuing and retrieval of visitor Entry ID cards,
5. Control access and ensure that no unauthorized persons and/or vehicle enter the Regulated Areas without prior authority of the Chief Executive Officer or Port Facility Security Officer.
6. Conduct appropriate search and operate detecting devices to screen all personnel including their belongings, vehicles and goods or items including empty containers to prevent passage of prohibited articles into Regulated Areas,
7. Refuse entry of all personnel who do not comply with access control procedures as well as vehicles and or goods including empty containers and exports,
8. Remove unauthorized persons found entering the port area and call the Police for assistance if necessary.
9. Issue and control all facility access and machinery keys and maintain and keep up to date the Key Register logbook.
10. Conduct consignment release and entry procedures efficiently and effectively and physically confirm and counts items released against the signed release note and ensure that other relevant document including custom have been cleared before it could go out through the gate.
11. Inspect and patrol the port area and ensure that fence is safe and secure, and containers kept therein are properly locked. This is particularly important at night and during weekends or public holidays.
12. Ensure that clients and ancillary service providers using the facility and its equipment do so within the terms and conditions set out by the company.
13. Respond professionally to emergencies (alarms, medical emergencies, fires and other urgent matters).
14. Assist direct vehicles to avoid congestion and no un-authorized parking is allowed in the designated parking area,
15. Maintain gate logbook and ensure to record all peculiar events that occurred during shift hours and ensure to report to Senior Security Guard,
16. Immediately and effectively communicate all suspicious activities, concerns, issues, and events to the Senior Security Officer.
17. Perform any other duties as determined by Senior Security Guard and PFSO.
 |
| **Submitted by:** |  | **Signature:****Date:** |  |
| **Approved by:** |  | **Signature:****Date:** |  |