

Post Title	Port Facility Security Officer	Salary Scale	Grade 7-6
Reporting Officer	Chief Executive Officer	ER 2024#	1
Department	Port Security	Location	KPA Headquarter, Betio
Minimum Qualification Requirements (MQR)	<p>Qualifications & Experiences</p> <ul style="list-style-type: none"> • Form 6 Certificate • Certificate of competency in Port Facility Security Officer • At least five years working experiences as Ship Officer on foreign vessels, Port Facility Security Officer or Ship Security Officer • Physically and mentally fit • Clean police record • Age is between 30 to 55 years <p>Personal attributes</p> <ul style="list-style-type: none"> • Proficiency both in English and Kiribati writing and speaking • Excellent communications • Familiar with ISPS Code • Ability to communicate with Ship Masters • Computer literate 		
Duties and responsibilities	<ol style="list-style-type: none"> 1. Supervise and organize training of Port Security services to enhance the capacity of Security Guards in providing effective security service to the requirement of ISPS Code. 2. Plan and carry out security drills and exercises on the prescribed schedules for compliance to the ISPS Code. 3. Develop and review proposed changes to the Port Facility Security Plan in consultation with the Port Security Committee. 4. Submit the Port Facility Security Plan to the Marine for approval of implementation. 5. Assess the Port Facility Security Assessment periodically. 6. Provide recommendations to supervising officer and or Port Security Committee on security improvement measures and related security matters and ensure that these changes have been communicated with Senior Security and Security Guards. 7. Enforce compliance to ISPS Code which includes strict control to accessing the Port restricted areas, update logging and checks by Security Guards on the movement of cargoes in and out of the Port and presentation of ID cards by staff and visitors. 8. Keeping records of trainings undertaken by Port Security staff for future reference during the Port Audit. 9. Provide recommendations to supervising officer and Senior Management team on appropriate training to upgrade the capacity building of Port Security staff including the familiarization on the ISPS Code. 10. Ensure that good discipline is demonstrated by Port Security staff at 		

	<p>all times.</p> <ol style="list-style-type: none"> 11. Ensure that the security gates and lights are always in good conditions and the restricted port area is secured from unauthorized activities. 12. Plan and produce periodic security shift roster and manpower deployment plans during normal and special operations. 13. Make surprise inspections on security guards and personnel during odd hours. 14. Maintain good working relations and cooperation with the local Police station for the enhancement of the port security. 15. Arrest and prosecute persons who commits an offence against KPA act 1990 as per Part III, IX (47), (49) of the said Act and other regulations that be made by Cabinet as per Section 50 of the same Act. 16. Investigate security related incidences and submit report promptly to supervising officers immediately for appropriate actions. 17. Check Senior Security and Security Guards' logbooks to ensure that their logs on particular shifts are up to date. 18. Assess Security staffs performance using the staff performance appraisal form. 19. Prepare and submit the annual leave roster to the Administration Office. 20. Compile and submit any reports on accident/incidents happen during various shifts to the Chief Executive Officer for appropriate actions. 21. Perform any other tasks that may be assigned by supervising officer from time to time. 		
Submitted by:		Signature:	
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Approved by:		Signature:	
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