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**WATER AUTHORITY OF FIJI**  
**REF: 1036 SECURITY OFFICER**  
**(WAILOKU DEPOT)**

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**Purpose**

The Security Officer is responsible for facilitating and maintaining security and safety of workers, visitors and Water Authority of Fiji (WAF) property and assets within their assigned area of duty by patrolling areas on foot and enforcing rules and regulations. This position reports to the In-Charge Security Officer.

**Principal Accountabilities**

1. Effective and efficient security services provided

- An effective system for checking and monitoring of people, vehicles maintained.
  - Vehicles entering or leaving the Depot checked, monitored for movement and cleanliness
  - Staff Leaving the Depot monitored with Staff Pass and Vehicle Pass checks
  - Crowd Control etc.
    - Appropriate enforcement of WAF's required standards of entry
      - Proper documentation followed with policy, rules/regulations and legislations complied with.
  - Visitor, guests to the building or depot that need directions or information assisted with.
  - Customer/business representatives entering the depot for business transactions escorted appropriately.
  - Staff adherence to Dress Code monitored and enforced
  - Adherence to Security Site Standard Operating Procedure (SOP) and Security Code of Conduct
- Maintaining the safety and protection of WAF building / property.
  - Doors and windows of buildings checked to ensure they are tightly closed and locked;

- Logged the report in writing on Daily Occurrence highlighting non-compliance through unlocked doors/windows and information submitted to the Site Commander.
  - Opening of buildings/doors after ensuring proper safety and security procedures have been followed with proper identification of staff and compliance with WAF policies.
  - Reporting of all incidences to Site Commander and TL Special Investigations & Security
  - Effective assistance during emergencies
    - Immediate and relevant response to emergency alarms and issuance of relevant and timely instructions workers to clear workplace and converge at the emergency assembly area, ensured
    - Law enforcement officers assisted with on the maintaining the on Crime Scene before handing over the crime scene during any investigations
  - Timely, accurate and complete documentation, information etc. required by superiors submitted
2. Teamwork and cooperation
- Cooperation within the team and greater function / department achieved
  - Cooperation across functions / departments ensured
  - Worked collaboratively to achieve the set targets and goals
3. Operational compliance maintained at all times
- Compliance with operational procedures (SOP) ensured.
  - Compliance with Security Code of Conduct
  - OHS Policy and procedures complied with
  - Building entry requirements for staff and visitors complied with
  - Non-compliance reports escalated in a timely manner.
4. Organisational values upheld
- Support toward the alignment of deliverables to organisational values and strategic directions ensured
  - Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

### **Knowledge & Experience**

- Year 8 pass or
- Certificate in security/OHS/Computer Studies/IT
- Form 6/Year 12 pass
- Certificate security/OHS/Computer Studies/IT
- At least 4 years' experience in police or any Security Force field or any equivalent combination of experience for Year 8 pass with Certificate and At least 2 years' experience in police or any Security Force field or any equivalent combination of experience for Form 6/Year 12 pass with Certificate

### **Skills & Abilities**

- Contribute to the team improving team effectiveness through personal commitment
- Identify the important issues and select an established procedure to address the problem
- Grow your competence through reflection and seeking learning opportunities
- Utilise time and effort efficiently to complete tasks set by others.

### **Remuneration**

(\$10,960.00 - \$13,700.00) per annum

### **WHERE TO SEND YOUR APPLICATION**

Typed applications must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

**INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

Applications should be marked "Confidential REF: 1036 Security Officer (Wailoku Depot)" and should be received no later than **15 July 2022** and could be:

#### **Mailed to:**

The Manager Human Resources or  
Water Authority of Fiji

#### **Hand delivered to:**

Human Resources Unit or  
Level 3, Manohan Building

#### **Emailed to**

hr.recruit@waf.com.fj