

POSITION DESCRIPTION

REF 1313 SECURITY OFFICER - NATIONAL OFFICE

Salary Scale	\$12,946.50 - \$15,823.50 per annum	Position Type	Established
Structure:	Department:	Corporate Services & Strategic Performance	
	Sub – Section	Security	
Location:	National Office		

About Our Organisation

The Water Authority of Fiji is a corporate body established under the Water Authority of Fiji Act 2007 to make provision for the effective management and administration of the Water and the sewerage systems.

We are responsible for providing access to quality drinking water and wastewater services to over 154,000 residential and non-residential metered customers in the urban areas of Fiji and setting up water supply systems in rural areas.

Position Objective

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.

Key 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.
 - 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.
- 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.
 - 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 always maintained
- Compliance with operational procedures (SOP) ensured.
 - 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

Position Specification

Competencies

QUALIFICATION REQUIREMENT

- Fiji Eighth Year Examination

EXPERIENCE, SKILLS, & ABILITIES

- Must have three years of experience of working in a security agency police or in any security force
- Must be mentally and physical fit
- Proven ability to work effectively in a Team

WHERE TO SEND YOUR APPLICATION

Typed applications of no more than three (3) pages 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: 1313 Security Officer – National Office**” and should be received no later than **5pm on the 8 December 2023** and could be:

Mailed to:

The Manager Human Resources

Water Authority of Fiji

Hand delivered to:

Human Resources Unit

Level 3, Manohan Building

Emailed to:

hr.recruit@waf.com.fj