



Solomon Islands National University

Job Description

Job Title	University Security Officer
Faculty/School/Department	Security Department
Grade	1.3
Category	Support Services
Reports to	Chief Security Officer (CSO)
Location/Campus	Kukum Campus, Ranadi and Panatina Campus

Summary of Duties/Responsibilities.

- Respond and comply with the University policies and national law.
- Secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment and access points; permitting entry.
- Prevent losses and damage by reporting irregularities, informing violators of policy and procedures; restraining trespassers.
- Complete reports by recording observations, information, occurrences and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintain environment by monitoring and setting building and equipment.
- Controls University stability and reputation by complying with legal requirements.
- Contribute to team effort by accomplishing related results as needed.
- Ensure the security, safety and well-being of all personnel, visitors and the premises.
- Adhere to all company service and operating standards.
- Remain in compliance with the University Policies and National Law.
- Respond to emergencies to provide necessary assistance to employees and students.
- Protect the University assets relative to theft, assault, fire and other safety issues.
- Follow procedures for various initiatives, including fire prevention, property patrol, traffic control and accident investigations.
- Report any criminal matters to the Chief Security Officer (CSO) on the spot.

Essential Qualifications, Work Experience and other Requirements

- A minimum of form 3 and form 5 graduates certificates in any recognized Secondary in Solomon Islands is to be considered. All copies of certificates submitted should be certified.
- A 3 or 5 years working experience in private, government and to any tertiary institution is desirable.
- A clean police and Medical records. Need to submit copies of police clearance and medical reports with application
- Need to sit and pass a Basic IQ test

Desirable Attributes

- Strong inter- relationship skills
- Strong Communication skills both written and oral
- Knowledge and experience working in an education institution or environment.
- Good Problem solving skills
- Be able to work during odd or after hours
- Excellent attitude and behavior to work.

Decision making Authority

- Provision of sound advice to the Chief Security Officer (CSO) in all security works implementation and related matters.

General Responsibilities

- To be responsible for your own health and safety and that of your colleagues

Reference

- Required to submit three reference letters