Solomon Islands National University

Job Description

Title	Security Assistant
Department	Security
Grade	1.3
Reports to	Security Supervisors
Location/Campus	Kukum Campus/Panatina Campus/Ranadi Campus
Direct reports	

Summary of Duties

To perform all security duties ensuring that all properties of the University are well secured and safe at all times.

Main Duties and Responsibilities

Key tasks	Administration
	• To perform regular patrol around the University campus on a 8 hours shift
	• To report any petty and other serious incidents that happen during tour of duty to security campus in charge
	• To perform on the spot checks on all vehicles intending to enter the campus
	• To check on every person wishing to get access to any of University sports field and compound
	• To carry out regular checks on all properties and any unusual occurrences
	• To check on all classrooms, offices in making sure that they are properly locked
	• To compile and submit daily reports to security campus in charge
	• To assist security in charge in recording of other guards attendance and absence and complete time sheets for each pay day.
	• To carry out any other duties that the security campus in charge may request from time to time.
Dimensions	Problem solving and impact
	• To resolve problems affecting security operation within allocated campuses

	• To make decision regarding the operational aspects of securities' responsibility within the particular campus • To alert the Security In Charge of any issue within the responsible campuses • To contribute to the management of quality, and other assessments that need to be done Working Environment • To balance the competing pressures knowledge transfer, Technical demands and deadlines. • To take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received). • To engage in continuous professional development. Decision making Authority • Provision of advice to Security In Charge on any all security issues • To contribute to decision, that has an impact on the security activities within a particular campus
Key Performance Indicators	• Ensure that the security of all SINU buildings/grounds, employees and students are safe at all times
General Responsibilities	• To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. • To be responsible for your own health and safety and that of your colleagues • To undertake other such other duties as may be reasonably expected. • To provide a healthy and comfortable working environment
Qualifications required	• Must obtain at least Secondary Education up to form three (3)
Experience	**Essential:** • Must be able to read and write in English • Have the ability to write reports • Have good communication ability • Physically fit with a clean record • Must be flexible to work • Have some basic Knowledge and skill in security operations • Have worked within a similar set up for at least a period of 5 years or more
Any other relevant information	
Most frequent Contacts	Chief Security Officers Supervisor – Security Staff Students

	Police

Document History

Approval Date/ Date of Classification	
Review Date	2 years is normal or at a change of any related document
Revision History	

Signature

Staff	
Manager	
HRM	