



**JD FORM 2 - JOB DESCRIPTION**

**SECTION A – POSITION DETAILS**

**ORGANIZATION/INSTITUTION/OFFICE:** SOLOMON ISLAND NATIONAL UNIVERSITY

**FACULTY/DEPARTMENT:** SECURITY

**DUTY STATION:** HONIARA

**POSITION NUMBER (HRMIS):** XXXXXX      **UNIVERSITY VACANCY REF:** HR 09/2026

**POSITION TITLE:** SECURITY OFFICER

**POSITION LEVEL:** GRADE 1(GSS)      **SALARY RANGE:** \$19,394.34 - \$27,569.80

**THIS POSITION REPORTS TO:** SUPERVISOR SECURITY OFFICER

**THIS POSITION SUPERVISES:** NONE

**EMPLOYMENT TYPE:**

THIS POSITION IS OFFERED ON A **FIXED-TERM CONTRACT OF FIVE (5) YEARS**, SUBJECT TO PERFORMANCE REVIEW AND RENEWAL IN ACCORDANCE WITH UNIVERSITY POLICIES.

**SECTION B-LIAISONS**

**INTERNAL:** Student welfare, Staff program.

**EXTERNAL:** Security Equipment Vendors and Maintenance Services

**SECTION C - SCOPE OF DUTIES**

Encompasses maintaining campus safety, enforcing university policies, monitoring security systems, conducting patrols, providing assistance to students and staff, responding to emergencies, and ensuring a secure environment conducive to learning and research.

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## **SECTION D- KEY DUTIES AND 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, and restraining trespassers.
- Complete reports by recording observations, information, occurrences and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintain the 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.

## **SECTION E - KEY DELIVERABLES**

The incumbent of this position will have their performance assessed according to the following key deliverables:

- Ensure a safe environment by monitoring and patrolling the campus regularly
- Provide assistance and information to students, staff, and visitors in a professional manner.
- Ensure compliance with university policies, safety regulations, and legal requirements.
- Work effectively with colleagues and emergency services to uphold campus security standards.

## **SECTION F – QUALIFICATIONS AND CAPABILITIES**

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## Minimum Qualifications:

- A minimum of Form 3 and Form 5 certificates from any recognized Secondary in Solomon Islands is to be considered. All copies of certificates submitted should be certified.
- A 3- or 5-year working experience in private, government or any tertiary institution is desirable.

## Experience and Desirable Attributes

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

## SECTION G- KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria;

**KSC 1:** Ability to work collaboratively and reliably in a shift-based environment.

**KSC 2:** Ability to perform patrols and respond quickly in emergencies.

**KSC 3:** Strong attention to detail and the ability to identify security risks or suspicious activities.

**KSC 4:** Previous experience in security or related roles, preferably in a university or similar environment.

**KSC 5:** Excellent and effectively communicate with students, staff, visitors, and emergency services.

**KSC 6:** Adherence to policies, confidentiality, and ethical standards.

## SECTION H - TERMS AND CONDITIONS

<b>Fortnightly Salary Range:</b>	\$745.94-\$1,060.38
<b>Annual Salary Range:</b>	\$19,394.34 - \$27,569.80
<b>Annual Leave Entitlement:</b>	20 working days
<b>Annual Gratuity:</b>	15% of annual basic salary (paid biannually)
<b>Housing:</b>	A 15% housing allowance of basic salary and or access to university rental policy schemes following successful 6 months confirmation.
<b>Other Terms and Conditions of Service relevant to this position:</b>	As per the Contract and HR Policy

**SECTION H - APPROVAL (*Business use only*)**

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:*



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**Director of Human Resources**

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**Date-Approved**

*Additional Comments:*