

JOB TITLE: SECURITY OFFICER

JOB ID: T1043

Old JOB Number: 0

REPORTS TO: DEPUTY PERMANENT SECRETARY (ADMINISTRATION)

Date revised: 2011-04-07

MINISTRY/DEPARTMENT: THROUGHOUT THE PUBLIC SERVICE

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**PURPOSE:** To ensure that proper security mechanisms are put in place so as to prevent breakage, damages and/or loss of the Ministry's properties.

**KEY OUTPUTS:**

- Reduction of breakages and theft or damages to the Ministry's properties.
- Implementation of security system within the Ministry.

**RANGE OF ACTIVITIES:**

- Arrange for the assignment of security guards to the various sections within the Ministry.
- Prepare time-sheet for Security Guards and submit same for payment.  
Verify and submit monthly reports in connection with damages or losses from the Ministry's properties.
- Check and/or verify accounts submitted by contracted security firms for payment.
- Submit quarterly statement on Security Grants, to maintain an up to date record on funds disbursed by the Ministry for security purposes.
- Investigate reports in connection with breakages and Guards failing to report for duty, to ensure that disciplinary action is taken.
- To perform any other related duties for the smooth functioning of the department.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- Ten (10) years experience in a recognised Security Agency, five (5) of which should be at a supervisory level.

**DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:**

- Major decisions such as the choice of Security Service to be contracted is made in collaboration with the Deputy Permanent Secretary (Administration). Minor decision i.e. shifting of Security Guards or reduction of working hours are made by the Security Officer.

Decision by Security Officer can either result in improved security for the Ministry's Property or severe losses and/or damages.

**RESOURCE MANAGEMENT:**

- The Chief Security Officer is responsible for the supervision of one Assistant Chief Security Officer, two Security Checkers and eight Security Guards.

**COMMUNICATIONS:** The job holder is required to meet monthly with officers of contracted Guard Services to review performance, to discuss ways of improvement and to address irregularities. He is also required to advise the Deputy Permanent Secretary on security arrangements in the Ministry.

**WORKING CONDITIONS:** The job holder's time is distributed as follow:

80% office bound and 20% field work.