

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Maneaba ni Maungatabu			
2. Position Title: Security Guard	3. Salary Level: 19-18	4. Division: Maneaba ni Maungatabu	
5. Report to: Clerk to Parliament	6. Direct Reports: Deputy Clerk/Office Services Supervisor		
<p>7. Primary Objective of the Position: Safety of Hon. Speaker's Properties and to provide such needed services and other related duties for beautification of the compound of the Speaker's residence.</p>			
<p>8. Position Overview</p>			
<p>9. Financial: NIL</p>			
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Hon Speaker • Parliament employees <p>Without referral to Manager</p> <ul style="list-style-type: none"> • controlling entries to Speaker's residence • recording and update entries, log in entry • daily routine gardening operation and cleaning • making reports of theft and break in etc 	<p>10. Legal:</p>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • General Public <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Working/Serving the above stakeholders • Assisting customer for requested Parliamentary documents 	
<p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Visitors to Hon Speaker • General Public • Transportation and extra man power 			

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- KDP/KPA:
- MOP Outcome:
- Divisional/Departmental/Unit Plan:

Key Result Area/Major Responsibilities

Major Activities/Duties

Performance Measures/Outcomes

Safety of Speaker's residence

- Maintain and update security log book
- Assist in investigating disturbances
- Monitor and authorize entrance and departure of guest
- Passing of information to Hon Speaker if needed.

Log book is updated and that Speaker's residence is safe

Beautification of Speaker's residence

- Assist in cleaning the precinct where necessary
- To do nursery works and to regularly water the gardens in the morning and afternoon.
- To keep gardening tools/equipment in good conditions

Speaker's residence is more pleasing and attractive.

Other duties as assigned by Clerk

10. Key Challenges

- Doing multi-tasks requires full alert at all times
- Dealing with difficult requests and meeting expectations
- Monitoring entries and maintaining the beauty and attractiveness requires determined efforts

11. Selection Criteria

11.1 PQR (Position Qualification Requirement):

Education: Form 3 or Class 9 Certificate

Experience: Have some related experiences and skills

Job Training: N/A

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11.2 Key Attributes (Personal Qualities):

1. Knowledge

- Keen to learn new things
- Be serious in all official undertakings
- Proactive

2. Skills:

- Good Communication skills
- Good listening skills

3. Attributes

- Be able to work and collaborate with all staff
- Accountable
- Attentive
- Reliable and trustworthy
- Honest

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