

MINISTRY OF LOCAL GOVERNMENT

JOB DESCRIPTION: WATCHMAN

CORPORATE INFORMATION

1. Contract Period: 3 years
2. Position Level: Government Wage Earner [GWE]
3. Rate: \$4.60 -\$5.37 per hour
4. Duty Station: HQ- Ministry of Local Government

Reporting Responsibilities:

Reports To: Principal Administrative Officer- HR/ Admin

Position Purpose

The position is responsible for providing daily reports and the security of the Office premises.

Key Duties

1. Provide security and watchman services on a roster basis for the Ministry of Local Government Headquarters;
2. Patrol the perimeter and entrance to the MLG and ensure that all is secure;
3. Keep records of any disturbance and report these in accordance with MLG operating Procedures;
4. Redirect queries as required to the appropriate Department/Personnel

Key Performance Indicators

1. MLG Office [FFA] building are secured in accordance with the MLG Operating Procedures;
2. Accurate maintenance of hourly records and detailed occurrence books;
3. All incidents reported within MLG Operating Procedures.

SELECTION CRITERIA

The Person

In addition to Year 12 of Form 6 level or equivalent, the following Knowledge, Experience, Skills and Abilities will be needed to successfully carry out the responsibilities of the position:

Knowledge and Experience

1. At least three(3) years' experience in security work or equivalent;
2. Skills in self – defense will be an advantage
3. Knowledge on the terms and condition of government wage earners
4. Ability to work long hours with minimum supervision;
5. Sound knowledge of relevant rules, regulation and policies governing the required roles and area of operations;

Skills and Abilities:

1. Effective verbal and written communication skills;
2. Ability to uphold Values and Code of Conduct of the Public Service
3. Demonstrate ability to work as a team;

Personal Character and Eligibility

Applicants for employment in the Ministry of Local Government must be Fiji Citizens, under Age 55, in sound health, with clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Local Government is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible and qualified applicant

