



VANUATU NATIONAL KALJORAL KAONSEL
Vanuatu National Cultural Council
Conseil National Culture du Vanuatu

VANUATU KALJORAL SENTA
Vanuatu Cultural Centre
Centre Cultural du Vanuatu

PMB 184, Port Vila Vanuatu, South Pacific Phone/Fax (678) 26590 Email. vks@Vanuatu.com.vu

ADVERTISEMENT:

Position of SECURITY GUARD

1. Identification	
Position Title:	Security Guard
Reports to/Position title	Office Manager
Location	Port Vila
Salary Scale per Annum: PS 1.1	VT 625,100 plus other benefit
2. Administration	
We are looking for a professional Security Guard to protect our premises, assets and personnel. You will maintain a high visibility presence and prevent all illegal or inappropriate actions.	
3. Key duties and responsibilities	
<ul style="list-style-type: none"> a) Present a professional image to the public and Officers working in the National Museum compound. b) Prepare incident reports promptly to the Office Manager c) Ensure reporting identifies potential risks and ways forward to resolve the identified problems. d) Collaboratively design a Security Schedule to be followed for regular checks throughout the shift of the perimeter fence, buildings and car park. e) Ensure all lights are off and doors locked when officers vacate the compound. f) Monitor and control access at building entrances and vehicle gates. g) Check all visitors entering the compound. h) Ensure that vehicles must be parked in the parking areas. i) Rubbish disposed of safely & securely. j) No rubbish bags containing sensitive materials are left around the Museum Compound. k) Any other duties as reasonably requested by Head of Section. 	
4. Qualification & Experience	

- Year 10 and above
- Understand, write and speak: English & Bislama or French
- Minimum 2-3 Years in security work experience either in a private or Government Institution.

5. Requirements

- Proven work experience as a Security Guard or relevant position
- Excellent knowledge of public safety and security procedures/protocols
- Integrity and professionalism in the work place
- Good listening and communication skills
- Team Player
- Prohibited to consume alcohol or kava during working hours
- No criminal records (**need to provide Police clearance**)
- Must be fit (**need to provide medical certificate**)

Please send application, including cover letters, reference, CV and Qualifications before 4.30pm , 5th August, 2022 , address to:

- Chairman of Vanuatu National Cultural Council, P. O. Box 184, Port Vila

You can also e-mail your application to: hmala@vanuatu.gov.vu