



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

RE-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	
<p>a) Protect company's property and staff by maintaining a safe and secure environment</p> <p>b) Observe for signs of crime or disorder and investigate disturbances</p> <p>c) Act lawfully in direct defense of life or property</p> <p>d) Apprehend criminals and evict violators</p> <p>e) Take accurate notes of unusual occurrences</p> <p>f) Report in detail any suspicious incidents</p> <p>g) Patrol randomly or regularly building and perimeter</p> <p>h) Monitor and control access at building entrances and vehicle gates detecting/emergency equipment</p> <p>i) Perform first aid or CPR</p> <p>g) Perform other duties requested by the Director or other Head of Section</p>	
4. Qualification & Experience	
<ul style="list-style-type: none"> • Year 10 and above • Understand, write and speak: English/French & Bislama • 4-5 Years experience in a security company or related field 	
5. Requirements	
<ul style="list-style-type: none"> - 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 	

- 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 , 26th 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