



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

DEPARTMENT OF CORPORATE SERVICES

JOB DESCRIPTION: Watchman (HQ)

CORPORATE INFORMATION

1. **Position Level:** Salary Band A
2. **Wage Rate:** \$4.60/hr. - \$5.90/hr.
3. **Duty Station:** Samabula
4. **Reporting Responsibilities:**
 - Reports To:** Executive Officer (Registry)
 - Liaises with:**
 - Subordinates:** Nil

POSITION PURPOSE

The primary purpose of the position is to provide overnight security for a building by patrolling and monitoring of premises to prevent theft, violence or infringements of rules.

KER RESPONSIBILITIES/KEY RESULTS AREA (KRA)

The position will achieve its purpose through the following key duties:

1. Monitor and authorize movement of vehicles and employees into the building;
2. Checks all door entrances of buildings to ensure that they are properly locked, switches on all lights and switches them off again at the end of night shift;
3. Responds quickly and correctly to any threat or crisis;
4. Answer telephone calls and provide information during non-business hours;
5. Conduct and report on log book on all observations done during round checks;

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Provides daily reporting of observations made during the shift;
2. Timely reporting of safety hazards and other anomalies to relevant authorities;
3. Ensures that the working environment is safe and secured.

PERSON SPECIFICATION

In addition to Year 12 pass or Fiji School Leaving Certificate (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

Knowledge and Experience

1. At least 3 years of minimum experience in the relevant field;
2. Must have the knowledge of how to notify police, fire department or other appropriate authority of any situation requiring immediate or prompt attention;
3. Must have some basic knowledge of self defence;
4. Knowledge of the OHS Act and regulations.

Skills and Abilities

1. Must have very keen senses of sight, hearing and smelling;
2. Must be considerate, cautious and treat others with respect.
3. Must demonstrate effective verbal, listening and written communication skills;
4. Demonstrate the ability to respond quickly and correctly to crisis depending on the threat;
5. Must be physically and mentally fit.

Personal Character and Eligibility

Applicants for employment in the Ministry of Infrastructure and Meteorological Services must be Fijian Citizens, under Age 55, in sound health, with a 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 Infrastructure and Meteorological Services is an Equal Employment Opportunity Employer. Applicants are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability