

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands and Agricultural Development		
2. Position Title: Security Guard	3. Salary Level: 19-18	4. Division: Agriculture and Livestock Division Kiritimati Island
5. Reports To: Principal Agricultural Officer	6. Direct Reports: Senior Agricultural Officer (Head of Section)	
7. Primary Objective of the Position: Responsible to safeguard assets, buildings and properties of Agriculture and Livestock Division Kiritimati after working hours and appointed times by the Principal Agricultural Officer.		

8. Position Overview		
9. Financial: Nil	10. Legal: Nil	
11. Internal Stakeholders: - Principal Agricultural Officer - Senior Agricultural Officer - Assistant Agricultural Officer - Agricultural Assistant	12. External Stakeholders: - KPS	
13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ <i>KDP/KPA: KPA 1:Human Resource Development</i> ▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes

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.

Approved by:	Date of Issue:
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1. Safeguard ALD properties	<ul style="list-style-type: none"> • Ensure that machines, buildings, livestock and plants are not vandalized from intruders. 	- ALD properties are safe.
2. Update logbook	<ul style="list-style-type: none"> • All incidents are logged and reported to Senior Agricultural Officer 	- Logbook is updated.

10. Key Challenges	11. Selection Criteria
<p>- Be able to work on additional tasks when required by the Immediate Supervisor</p>	<p>11.1 PQR (Position Qualification Requirement): Education: Form 3 Experience: 1 year in security agency</p> <p>11.2 Key Attributes (Personal Qualities): The post holder should possess:</p> <ul style="list-style-type: none"> - Fluency in Kiribati language and be able to communicate in English - Has the ability to keep and update records - Ability to draft simple report - Has a valid license - Clean police

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