



TERMS OF REFERENCE

SECTION	SITE MANAGEMENT
TITLE OF POST	Night Security Officer
POST OBJECTIVE	To protect and ensure the safety of the Sigatoka Sand Dunes National Park assets and site at night.
RESPONSIBLE TO	Park Manager Sigatoka Sand Dunes/Momi Battery Historic Park Director National Trust of Fiji
SUBORDINATE STAFF	NA

SPECIFIC TASKS

- 1) Monitor and patrol designated areas on foot, checking for fire, vandalism, suspicious activities or persons or safety/hazards.
- 2) Investigate and/or reports hazards, unusual or suspicious circumstances to the nearest police station.
- 3) Check on the security of the building ensuring that all doors/Windows are properly locked and that lights are switched on or off in certain areas of the park.
- 4) Ensure that the attendance register, and Security logbook is filled out daily.

QUALIFICATION

- Form 6 /7 pass
- Similar work experience

EXPERIENCE

- Local community protocol and community dynamics.
- Fluency in the English language and or Hindi/Vernacular.
- Excellent communication skills, both written and oral.

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Advanced	Mature personality with ability to easily communicate and deal courteously with the public.
	Knowledge of basic security and fire inspect
	Ability to observe situations and make decisions.
	Ability to support NTF values and a genuine desire to protect the Sigatoka Sand Dunes National Park.
Working	Physically fit to attend to foot patrol and attend to emergencies.
	Basic First Aid certified
	Flexibility to work nights, weekends and holidays.
Awareness	Must be of sober habits with a smart and clean appearance
	High standards of self-integrity and honesty

CONDITIONS

- The successful applicant must be fully vaccinated for COVID 19.
- Preferably from the Sigatoka or Nadi area.
- Applicant is expected to work 5 nights a week.

Rate: \$2.55 per hour