



JOB DESCRIPTION

I. Position Information

Job Title: Security Officer

Current Grade: L L1-L2

Division: Corporate Support Services

Position No. SLAC-36

Duty Station: Apia, Samoa

Reports to: Administration Officer

II. Context

The Samoa Life Assurance Corporation (SLAC), established since 1977 (under the Samoa Life Assurance Corporation Act 1976) as a State-Owned Enterprise (SOE), provides life insurance business in Samoa. The Corporation sells life insurance policies within the aim of encouraging long-term savings, and in case of death, providing for the financial protection of its policy members. It further promotes the economic livelihoods development of its members, and thereby contributes to the local economy, through loans on policies, and investment of surplus funds.

The SLAC is designated as a Mutual Public Body under the Public Bodies (Performance and Accountability) Act 2011, and as such, it is required to follow the requirements of the Public Finance Management Act 2001. It is further governed by the Insurance Act 2007, Financial Institutions Act 1996, and Labour and Employment Relations Act 2013. The Corporation is a member of the Finance Sector, and as an SOE, its governance is also directed by the Government's overall policy directives.

The Corporation is governed by a five-member Board of Directors that meet on a monthly basis. It is managed by a General Manager and a current workforce of permanent staff and contracted sales agents.

The Security Officer contribute to ensuring safety of the SLAC House and its Assets.

III. Duties and responsibilities

1. Ensure the safety of all tenants including the safeguarding of Assets, Vehicles, and equipment within the environs.
2. Patrol premises regularly day and night to maintain order and establish a presence
3. Monitor and authorize entrance of vehicles or people into the property during working and after hours
4. Remove wrongdoers or trespassers from the property
5. Secure all exits, doors and windows at the end of operations each day
6. Respond to alarms by investigating and assessing the situation
7. Control Parking area by directing drivers
8. Ensure the security team's efforts, in accomplishing related results as needed
9. Provide excellent customer service
10. Respond to emergency situations to provide necessary assistance

11. Report suspicious activity, criminal behaviour and security 12. Report any damages noticed within the property & building to Administration 13. Ensure the log book is filled in before end of shift 14. Any duties directed from time to time
IV. Key Performance Indicators
• Timely and quality implementation of divisional activities against set work plans, timelines, and budgets, in line with the Corporation's corporate plan, policies and procedures • Effective recourse management and resource mobilisation • Quality and timely reporting • Strong relations with internal staff, partners and stakeholders • Regular and timely monitoring of activities • Enhanced best practices and lessons learned documented and circulated • Evidence of improvement in the Corporation's performance
V. Competencies
<u>Core Values:</u> • Integrity • Professionalism • Respect for Diversity <u>Core Competencies:</u> • Accountability • Creative and Problem Solving • Customer focused • Promote value for money • Promote efficient and effective services • Effective Communication • Inclusive Collaboration <u>Functional Competencies:</u> • Ability to gather and interpret data, reach logical conclusions and present findings/ recommendations • Capacity to manage priorities • Strong organisation skills
VI. Recruitment Qualifications
1. School Cert Pass in English 2. Proven experience as security officer or guard 3. Familiarity with report writing 4. Excellent communication skill in written and verbal (Samoan & English) 5. Excellent surveillance and observation skills