



(PNG UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT)

JOB DESCRIPTION

		POS. NO UNRE SSU 005
DEPARTMENT PNG University of Natural Resources & Environment	DESIGNATION/CLASSIFICATION Investigator	
OFFICE/AGENCY BURSARY	LOCAL DESIGNATION Security Investigator	
DIVISION <i>ENB Campus</i>	HIGHEST SUBORDINATE	POS. NO. UNRE SSU
BRANCH BUSINESS & FINANCE	IMMEDIATE SUPERVISOR Chief Security Officer	POS. NO. UNRE SSU 001
SECTION SECURITY SERVICES	LOCATION East New Britain Campus	

HISTORY OF POSITION (Obtain from council decision records or DPM instruction/correspondences)

UNRE FILE NO.	DATE OF VARIATION	DETAILS
SCMC –VUDAL/95	12/12/1995	New establishment, newly created
SCMC – VUDAL/00	10/06/2000	RE-STRUCTURE/REORGANIZATION
SCMC –UNRE/05	21/07/2005	RE-STRUCTURE/REORGANIZATION

1. PURPOSE

Performs the full range of personal background security investigative duties relating to staff, students and the University properties.

2. ACCOUNTABILITIES (for improvement, provide a given service on time)

- Recording of incidences in occurrence book
- Submitting of written reports to the Chief Security Officer
- Responsible for students, staffs and dependents security safety on campus
- Attending to emergency situations on campus
- Investigating all incidences on campus

3. MAJOR DUTIES

- Recording of incidences in the occurrence book
- Co-ordination of security shift equipment
- Security protection of life and property
- Investigating all incidences on campus

4. POSITION AND PERSON SPECIFICATIONS

(a) QUALIFICATIONS

- A Diploma or Certificate from a recognized Police/Security institution
- Gr.10/12 with secondary school certificate
- Criminal Investigation Certificate from Police/Security institution

(b) KNOWLEDGE (Policies/legislations/system/process)

- Common knowledge of PNG Common Law and its Jurisdiction
- Computer literate
- Common knowledge of PNG Governing System
- Common knowledge of Public Service Act & General Orders

(c) SKILLS (Know how/ability)

- Public Relations
- Ability to hold mediations.
- Must have counseling skills.
- Report writing
- Communication skills
- Investigation skills

(d) WORK EXPERIENCE

- 3 to 5 years work experience in any disciplinary forces
- 3 to 5 years work experience in any security company
- Must be computer literate
- Reads and understands English