



(PNG UNIVERSITY OF NATURAL RESOURESE & ENVIRONMENT)
JOB DESCRIPTION

		POS. NO :UNRESSU 028/041/062/066
DEPARTMENT PNG University of Natural Resources & Environment	DESIGNATION/CLASSIFICATION Security Patrolman	
OFFICE/AGENCY ADMIN & DEVELOPMENT	LOCAL DESIGNATION Guard	
DIVISION BURSARY	HIGHEST SUBORDINATE NIL	POS. NO. UNRESE
BRANCH VUDAL	IMMEDIATE SUPERVISOR Shift Supervisor	POS. NO. UNRESE 006
SECTION SECURITY SERVICES	LOCATION ENB CAMPUS – ENB PROVINCE	

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/REORGANIZATIO
SCMC –UNRE/05	21/07/2005	RE-STRUCTURE/REORGANITION

1. PURPOSE

To provide security services to the university campus, in terms of protecting life and of properties of students, staffs and their families and to maintain a conducive environment for everyone’s benefit.

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

- Timely incidents reporting
- Protection of students and university employees and that of their dependants
- Protection of the university properties
- Effective collection of intelligence report

3. MAJOR DUTIES

- Protection of life and property
- Prevention of criminal activities or anti social behavior
- Ensuring compliance with the university rules and regulations
- Maintaining peace and harmony among campus residents both staff and students
- Attending to emergency situations faced by staff and students

4. POSITION AND PERSON SPECIFICATIONS

(a) QUALIFICATIONS

- Grade 10/12 with secondary school certificate
- Post Graduate

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

- Common knowledge of PNG Common Law
- 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