



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPT. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000251	REF. NO: NSO 158
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: SECURITY SUPERVISOR GRADE 07	
DIVISION: CORPORATE SERVICES	LOCAL DESIGNATION: SECURITY SUPERVISOR	
BRANCH: ADMIN SUPPORT SERVICES	REPORTING TO: MANAGER	SYS. POS. NO: 0260000241
SECTION:	LOCATION: WAIGANI, PORT MORESBY	REF. NO: NSO 151

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD: 6/1/24	14/12/2015	POSITION HAS BEEN RENUMBERED FROM AND RECL

2. PURPOSE

To supervise security personnel of buildings & grounds for the NSO.

3. DIMENSIONS

The position is responsible for the upkeep of the security personnel and all matters relating to security and certify that the office premises is secured from intruders and crowd control.

4. PRINCIPLE ACCOUNTABILITIES

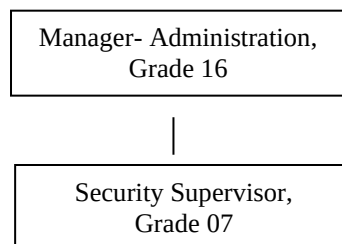
Responsible for the NSO security services.

5. MAJOR DUTIES

1. Assist the coordinator in directing and controlling the work of the security personnel of the NSO.
2. Advise and assist the coordinator on the security matters of the NSO
3. Develop security coordination mechanisms for the NSO premises
4. Develop security Roster plan and supervise the security operations.
5. Carry out duties as directed, consistent with the above.

6. NATURE AND SCOPE

The job is essentially a security position that carry out the duties and responsibilities of the administration on the management work plans on security matters. The scope of the job is limited to the office ground and the buildings within and may apply to any official engagement outside of the premises.



6.1 WORKING RELATIONSHIP

- (a) INTERNAL** Reports to the Manager, Administration and Divisional heads and the national statistician as and when required on security matters.
- (b) EXTERNAL** As and when required.

6.2 WORK ENVIRONMENT

The position is a supervisor position and is of administrative and specialist by nature ensures that all security matters are attended to for the purpose of the safety and safe environment to work in.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/procedures**
 - Enshrine in the Public Service General Order
 - Statistical Services Act
- **Decision**
 - Agency Head
 - Deputy National Statistician-Corporate Services Division
 - Manager, Administrative Support Services
 - Deputy National Statisticians
- **Recommendations**
 - Enhance safety and Wellbeing of Staff and Property

8. CHALLENGES

Providing Safety and care for NSO staff and property

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) QUALIFICATION:

Successful completion of grade 12 and or static guard training and crowd control courses.

(b) KNOWLEDGE:

Of security and safety

SKILLS:

Strong supervisory abilities

(c) WORK EXPERIENCE:

At least 5 years' experience in a security.