

**JOB DESCRIPTION - SECURITY OFFICER**

**Job Summary**

The incumbent will be required to perform general security duties within the Chaguaramas Peninsula and Offshore Islands of Trinidad and Tobago or other assigned areas on behalf of the Chaguaramas Development Authority. These duties include the protection of the Authority's property through foot, bicycle, motor cycle, other motor vehicles and marine patrols, to facilitate the maintenance law and order. He or she will be required to perform these duties in accordance with prescribed rules and procedures of the Authority.

**Major Duties and Responsibilities**

- Performs general security duties and assists in maintenance of law and order within the Peninsula or in an assigned area.
- Conducts searches and checks on vehicles and persons entering or leaving the peninsula.
- Investigates and reports on all breaches of law and established policies and procedures of the Authority.
- Conducts land and sea patrols.
- Controls movements of persons in the Peninsula and assists and directs them to their destinations.
- Controls the movement of vehicles.
- Maintains logs of all vehicles and visitors entering and leaving the Authority's compound.
- Serves as armed escort as required.
- Performs other security related duties as required.

**Minimum Qualifications, Experience and Training**

- Three (3) GCE (Grade A, B, C) or CXC equivalent (Grades General 1, II and III from 1998) including English.
- Must be able to perform Arithmetic calculations.
- Competent in the use of Microsoft Office Software packages.
- Minimum of two (2) years experience in security work.
- Possession of any of the following would be considered an asset: valid Driver's Permit class 1, 3 or 4, coxswain license or a deckhand certificate.
- Any other suitable combination of academic training and experience.

**Required Knowledge, Skills and Abilities**

- Knowledge of laws, policies and procedures pertaining to the protection of persons and the security of property.
- Excellent customer service and public relations skills.
- Excellent oral and written communication skills.
- Ability to work on a shift basis.
- Ability to follow oral and written instructions.
- Ability to pass a physical and psychological test.

**Other particulars required for the position:**

**Nationality**

- Applicants must be citizens of Trinidad and Tobago.

**Age**

- Applicants must not be less than eighteen (18) years and no more than thirty-five (35) years.

**Character**

- Applicants must submit a Police Certificate of Character obtained within six (6) months of their application.

**Medical**

Applicants must be physically and mentally fit and will be expected to undergo a complete medical examination, psychological assessment, polygraph test and a drug screen.

**Training**

- Successful applicants will be required to undergo two (2) weeks mandatory induction training

Applicants are advised to submit copies of Birth Certificates, Academic Certificates and four (4) passport size pictures taken within the last six (6) months together with resume to:

Manager, Human Resources  
**Chaguaramas Development Authority**  
**Airway Road Chaguaramas,**  
**“Job Title”**  
**By 25<sup>th</sup> March 2011**

Or email to officeofthecEO@chagdev.com (please include the Job Title in the subject line)