



RESERVE BANK OF VANUATU

VACANCY

SECURITY GUARD OFFICER

The Reserve Bank of Vanuatu invites applications from interested Ni-Vanuatu candidates for the position of **Security Guard Officer**. The position reports directly to the Chief Security Officer under the supervision of Supervisor, Property & Assets Officer within Logistics Unit, in the Department of Support Services. The main duties of the position include:

- *Ensure that all visitors to and from the Bank are accounted for by maintaining a log book registering all official visitors to the Bank*
- *Ensure the lock up and secured entry and exit portals of the Bank's premises are secure and be alert for signs of breach of security procedures/protocols of the Bank;*
- *Ensure the safety of client's cash transactions within the Bank's premises;*
- *Watch for and report irregularities such as fire hazards, leaking water pipes and unlocked security doors and report any malfunctioning of security systems including, security lights; and,*
- *Undertake periodic patrols of the Bank's vicinity to ensure the security and safety of both the premises its contents and the staff.*
- *Perform other duties as assigned by the supervisor.*

Requirements:

- *Year 13 leaving certificate or equivalent (required);*
- *Additional education or training in security management, or a related field is a plus;*
- *Applicant should be age 25-35;*
- *5 years' experience in this field;*
- *Ability to work in shifts, including nights, weekends, and holidays, as the bank may operate 24/7;*
- *Good communication skills (both verbal and written);*
- *Basic understanding of security systems, including alarms and CCTV'*
- *Ability to work independently and as part of a team;*
- *Attention to detail and strong problem-solving skills;*
- *Good physical fitness and stamina and Professional demeanour and appearance;*
- *Strong sense of responsibility and integrity;*
- *Reliability and punctuality; and have,*
- *The Ability to maintain confidentiality.*

Applicants should have a strong background in security guard services and have good understanding of investigative skills, report writing and is reliable.

Desirable applicants must be able to work on Saturdays & Sundays and importantly does not consume alcohol, kava nor cigarette.



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General Conditions

An attractive remuneration package will be offered which will be commensurate with experience and qualifications. Applicants must have a good command of English and some knowledge of French.

Written applications should include curriculum vitae, the names and addresses of three (3) referees and copies of relevant qualifications. Those who have applied need not reapply.

All applications should be received no later than **28th March 2025** and addressed to:

**The Governor
Reserve Bank of Vanuatu
Private Mail Bag 9062
PORT VILA**

aletlet@rbv.gov.vu

or email to: recruitment@rbv.gov.vu

The Reserve Bank is an equal opportunity employer.
