



SEYCHELLES BROADCASTING CORPORATION

JOB DESCRIPTION

Post Title:	Security Officer
Reporting to:	Administrative Officer
Salary Band:	Band 02 (SR9k - SR11k Basic) + Applicable allowance

Job Purpose

Ensure controlled access to the SBC premises and inspect and patrol premises and other areas under responsibility to ensure that the required level of security is maintained.

Key Result Areas

FUNCTIONAL

- Inspect, patrol and protect SBC compounds, as assigned
- Protect the SBC Outside Broadcast (OB) Van and/or Live Broadcast Equipment outside of SBC premises on Mahé or Inner Islands as and when required
- Ensure staff and visitors abide to established procedures upon entering or leaving SBC premises
- Ensure that any person or vehicle entering and leaving the premises, as well as entering goods and materials being removed or brought in, have the necessary authorisation
- Demonstrate proactiveness to prevent crime and the detection of offenders who may be illegally on site or who may be disrupting peace or attacking members of staff or the public
- Where necessary, effect citizen's arrest of offenders for recognisable crimes including trespass and thefts
- Alert the SBC Management, through the Manager for Human Resources & Administration or Administrative Officer, about serious situations that require appropriate disciplinary actions to be taken,
- Ensure that proper handing over is done after every shifts.
- Provide good customer service by acting as messenger/usher for directing and guiding visitors to offices and dealing with enquiries
- Contact the police or emergency services for support in the event of any disturbance, and Fire Services in the event of a fire
- Build and enhance an adequate knowledge of, and compliance with the Health and Safety principles and practices, consistent with responsibilities entailed

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A job description is a written statement of the essential characteristics of the job, with its accountabilities, principal job purpose & results areas. It incorporates a note of the skills, knowledge and experience required for a satisfactory level of performance. It is not intended to be a complete, detailed account of all aspects of the duties involved. Nor does it supplant contractual obligations.

ORGANISATIONAL

Ensure cost-effective utilization of Resources.

Specifically:

- Eliminate or Reduce Wastage, where identified.
- Continually find ways to perform functions cost-effectively.
- Proper Planning to reduce costs.
- Ensure equipment & assets are used and maintained properly.

Assist in the development and promotion of a Safety, Health & Environmental culture within the SBC.

Set a personal example in Health & Safety compliance through:

- Observing safe working practices as advised and instructed.
- Considering Safety & Health of self and others who may be affected by work activities.
- Being an advocate of greener environmental practices, notably in Energy saving and cutting down on waste
- Reporting incidents or hazards which have led or may lead to injury.
- Building and enhancing an adequate knowledge of, and compliance with the Health and Safety principles and practices, consistent with your responsibilities.

Essential Qualifications/Experience/Skills

- Experience in a similar position.
- Secondary level of education plus recognised basic course in security operations.
- Vigilant, Disciplined, Reliable and Trustworthy
- Ability to communicate well, verbally with both internal and external customers.
- Good organisational and time management skills.
- Strong self-motivation and the ability to work with a degree of autonomy and to use one's own initiative.

Core Behavioural Competencies

TEAMWORK	<ul style="list-style-type: none"> • Fosters a sense of team spirit by establishing strong interpersonal relationships, demonstrating respect for other team members and proactively offering support • Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others • Works collaboratively with others by seeking to understand and make best use of team members' diverse ideas, working styles, skills and backgrounds • Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position • Shares credit for team accomplishments and accepts joint responsibility for team shortcomings
ACCOUNTABILITY	<ul style="list-style-type: none"> • Takes ownership of tasks and functional responsibilities • Presents oneself as a credible representative of the Corporation and demonstrates a commitment to delivering on one's duties. • Justifies decisions taken, with confidence, openness and honesty. • Takes responsibility for seeing efforts through. • Makes sound and fair judgment. • Makes informed and accountable conclusions and decisions. • Is open to feedbacks and uses errors or oversights as learning points
ADAPTABILITY	<ul style="list-style-type: none"> • Easily adjusts priorities, activities, and attitude to meet new deadlines and information and to achieve objectives. • Anticipates and responds with energy, to new challenges, the unfamiliar and the urgent. • Thinks of ways to make changes work, rather than resisting them. • Makes suggestions for increasing the effectiveness of a changing environment. • Plans ahead and has an alternative option in case things go wrong or unexpected • Keeps an open mind and shows willingness to learn new methods, procedures, and techniques that embrace change. • Able to prioritise effectively and plan flexibly to be able to deal with change.
RELIABILITY	<ul style="list-style-type: none"> • Is dependable and can be relied on in different circumstances. • Gets the job well-done every time and within deadlines. • Shows up to work on time. • Goes the extra mile to produce expected results even in tight deadlines. • Persists through difficult tasks and brings out credible results.
CONDUCT & INTERPERSONAL SKILLS	<ul style="list-style-type: none"> • Behaves in a professional and appropriate way to set the right example in the workplace. • Takes responsibility for own actions; accepts own mistakes and does not blame others for a job not well done or not done. • Behaves in a manner that is accepting, respectful and inclusive of all people. • Puts continuous effort into building and maintaining relationships. • Accepts conflict as an opportunity to strengthen relationships. • Responds willingly to requests for help and information, where possible • Is honest and open-minded. • Has a 'can-do' and 'will-do' attitude