



RESERVE BANK OF VANUATU

VACANCY

SECURITY GUARD OFFICER (2)

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 Supervisor of Property & Assets 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 and maintain a log book to register 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;*
- *Ensure the safety of clients 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 i.e. security lights.*
- *Undertake periodic patrols of the Bank's vicinity to ensure the security and safety of both the premises and the staff.*

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

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 Friday September 13, 2019 and addressed to:

**The Governor
Reserve Bank of Vanuatu
Private Mail Bag 062
PORT VILA**

sathy@rbv.gov.vu

The Reserve Bank is an equal opportunity employer