



JOB DESCRIPTION

Position Title:	Security Cadet	Division:	Port Operations
Salary Grade:	Grade 2: \$12,483 - \$14,653	Salary:	\$15,292 per annum
Reports to:	PFSO	Location:	Matautu Tai
Review by:	CSD & Port Operations – Ver 2	Date:	September 2025

OVERVIEW:

This post is based at the Apia International Port and reports directly to the Port Facility Security Officer (PFSO) under the Port Operations Division, to ensure safety and security on port at all times and that all SPA policies and regulations within port are adhered to.

DUTIES & RESPONSIBILITIES

1. Assist with the monitoring of access control for all port workers and members of the public, entering and exiting the Fish Market Port.
2. Assist with the enforcement of safety rules for port workers and members of the public on the Port.
3. Assist with regular security patrols at scheduled times of all security areas on the Apia International Port, Naomi Wharf and SPA Main Office compound.
4. Assist with directing of ship passengers and members of the public to specific allocated areas for entry/exit.
5. Assist with supervision of parking areas around the Port, Naomi Wharf and SPA Main Office Compound.
6. Ensure wharf facilities are kept clean by port workers.
7. Report any incident during working hours.
8. Other work-related duties as directed by PFSO/AGM Port Operation from time to time.

Skills and Abilities

- Must have the ability to communicate verbally and in writing, in both English and Samoan languages.
- Have knowledge of security operations

Personal Attributes

- Being honest when carrying out duties and responsibilities
- To act and behave with the right attitude at all times
- Being polite, respectful and considerate to everyone
- Applying skills and competencies to complete a task within time

Working Experience

- 0-1 year of experience



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Qualification

- Completed Year 12/Year 13