



JOB DESCRIPTION

Position Title:	Security Officer - Apia	Division:	Port Operations
Salary Grade:	Grade 3: \$15,292 - \$18,675	Salary:	\$15,292 per annum
Reports to:	Security Officer	Location:	Matautu-tai
Review by:	Version 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, SPA staff and members of the public, entering and exiting the Port.
 - o Performs security checks by checking proper IDs and entry approvals.
 - o Performs checks of proper documentation of cargo and items entering/exiting the Port.
 - o Performs checks of cargo and items in vehicles entering/exiting the Port.
2. Assist with the enforcement of safety rules for port workers, SPA staff and members of the public on the Port.
3. Conduct regular security patrols at scheduled times of all security areas on the Port, Naomi Wharf and SPA Main Office compound.
4. Direct ship passengers and members of the public to specific allocated areas for entry/exit.
5. Supervise parking areas around the Port.
6. Ensure wharf facilities are kept clean by port workers.
7. Ensure container yard is kept clean and clear.
8. Report any incident during working hours.
9. Other work-related duties as directed by PFSO/AGM Port Operation from time to time.

Skills and Abilities

1. Must have the ability to communicate verbally and in writing, in both English and Samoan languages.
2. Must have basic computing skills such as using MS Word and MS Excel for reporting purposes.

Personal Attributes

1. Must be honest when carrying out duties and responsibilities.
2. Must act and behave with the right attitude at all times.
3. Must be polite, respectful and considerate to everyone.
4. Must be able to apply skills and competencies to complete a task within time.

Work Experience

1. At least one-year practical work experience.

Qualification

1. A Certificate holder in General Studies
2. Must have an ISPS Certificate