



DOE HUMAN RESOURCES OFFICE

CHUUK STATE SCHOOLS SYSTEM

EMPLOYMENT OPPORTUNITY

The Department of Education wishes to recruit an appropriately qualified and motivated FSM citizen who works well under pressure and is willing to take personal leadership for his/her professional development. US citizens or third nationals shall be employed only when qualified FSM citizens are not available. All interested applicants are requested to contact the DOE HR Office or the Department of Education @ (691) 330-5430/6730 for more information.

EA. No. **CSSS-016-2014**

Opening Date: 23 June 2014

Closing Date: 23 July 2014

Position/Title: Security Guard (2 Positions)
Grade/Step: PL 5-11
Salary: \$3,117.92 to \$4,209.92 p/a

Location: Division of Administration and Personnel
Department of Education
Weno, Chuuk State

Position Supervised by: Facilities and Maintenance and Transportation Coordinator

SUMMARY:	The Security Guard patrols and monitors assigned facility during the prescribed duty period which may include nights, weekends, and holidays to provide security and protection to personnel, equipment, and property; maintain facility security and protect Department property against vandalism, illegal entry, fire, and theft; enforce laws and regulations and respond to emergency situations. Functions as an effective member of the Division.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Patrol and monitor assigned facility in security uniform throughout the prescribed duty period which may include nights, weekends, and holidays to provide security and protection to personnel, equipment, and property.• Maintain facility security and protect department property against vandalism, illegal entry, fire, and theft; check buildings and grounds for security, water leaks, malfunctioning equipment, unauthorized visitors and fire; perform temporary repairs on school property and equipment as appropriate.• Enforce laws and regulations and respond to emergency situations; initiate contact with

	<p>individuals on school grounds or surrounding property to assure visitor authorization.</p> <ul style="list-style-type: none"> • Inspect and monitor the security of doors, windows, and gates; reset alarm systems and test for proper operation, as necessary; detect and report fire and safety hazards; respond to fire and burglar alarms and extinguish small fires; summon and communicate with police and fire department personnel as needed. • Prevent illegal parking, tampering with vehicles and loitering in facility parking lots according to established procedures; assist with traffic and crowd control at special events as assigned. • Prepare and maintain a variety of records and reports related to security incidents, issues, hazards and activities; maintain time cards and officer's log sheet. • Operate a variety of security and safety equipment including fire extinguishers, handcuffs, mobile phones, and hand-held radios. • Remain on-call for emergency situations as assigned. • Perform other related duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> • Methods, procedures, and practices of effective law enforcement and security. • Department security policies, procedures, and regulations. • Health and safety regulations. • Standard broadcasting procedures of a police radio system. • Record-keeping and report preparation techniques. • Interpersonal skills using tact, patience, and courtesy. • Oral and written communication skills. • Operation and maintenance of safety and security equipment. • First aid and CPR procedures. • Laws and regulations and respond to emergency situations. • Analyze situations accurately and adopt an effective course of action. • Maintain records and prepare reports. • Operate and maintain a variety of security and safety equipment in a safe and proper manner. • Communicate effectively, both orally and in writing. • Establish and maintain cooperative and effective working relationships with others. • Understand and follow oral and written directions. • Use hand and power tools to secure buildings, doors, windows, etc.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • A minimum of a basic education is required. • A high school diploma is preferred.

	<ul style="list-style-type: none"> • Two years of security experience is preferred.
POSITION REQUIREMENTS:	<ul style="list-style-type: none"> • Maintain professional appearance and conduct. • Consistently exercise professional judgment, including work habits, regular and timely attendance. • Able to work in an office and field environment. • Physical demands: <ul style="list-style-type: none"> ○ Dexterity of hands and fingers to operate a computer keyboard. ○ Seeing to read a variety of reports and documents. ○ Sitting for extended periods of time. ○ Hearing and speaking to exchange information.
MATERIAL AND EQUIPMENT USED:	<ul style="list-style-type: none"> • Safety and security equipment such as flashlights, radios, fire extinguishers, cameras, etc.

TO APPLY:

Applicants must obtain application and submit or e-mail application and/or resume to:

Human Resources Office
Department of Education
Weno, Chuuk FM 96942
(691) 330-5430/6730
augustinetakashy@gmail.com