Tuvalu Government – Job Description

Position Title:	Security Officer	
Level and Salary (P/L):	S1 – S3	$10,887 - $15,447
Ministry and Division:	MHACCE	Department of Waste Management
Location:	Funafuti	
Reports to:	Funafuti Waste Operational Officer	

JOB PURPOSE: (a short 1-2 line summary of the job)
Maintains safe and secure environment for the entire leased waste dumpsite in Funafuti.

KEY RESPONSIBILITIES: (list no more than 6 key responsibilities not tasks)

1. Overall coordination and management of the dumpsite.
2. Maintaining appropriate and updated records and logs.
3. Responsible for any equipment safety and other assets in the dumpsite compound.
4. Perform and carry out other duties direct by Waste Operational officers and other Superiors.

MAIN DUTIES AND OUTCOMES:
1.1 Direct vehicle movements, tipping, and waste placement at the dumpsite.
1.2 Supervise daily staff routines and enforce site safety protocols.
2.1 Record incoming waste volumes and vehicle registration details.
2.2 Update daily logs and submit weekly summaries to supervisors.
3.1 Inspect equipment for damage, wear, or safety risks before and after use.
3.2 Secure and organize tools, machinery, and other assets within the compound.
4.1 Carry out clean-up, sorting, or maintenance tasks as instructed by the Funafuti Waste Operational Officer.
4.2 Assist with special projects or emergency duties as directed by the Funafuti Waste Operational Officer and Director.

MANDATORY REQUIREMENTS:

- Must be 18yrs and above
- Achieved Form 4 of a higher level of education
- Work experience for more than 2-3 years in the field or relevant field
- Strong motivation to improve the quality and standard
- Willing to cooperate with other workmates
- Fair communication skills (written and oral) in English and Tuvaluan.

DESIRABLE REQUIREMENTS:

- Good written and oral communication skills (Tuvaluan and English)
- Willingness to learn and assist to be trained in related field works
- Ability to work well in a team
- Sound time management skills