

Tuvalu Government – Job Description



Position Title:	Gateman	
Band and Salary (P/L):	S1 – S3	\$10,887 to \$15,447
Ministry and Division:	Ministry of Public Works and Infrastructure	Public Works Department
Location:	Funafuti	
Reports to:	High Executive Officer	

JOB PURPOSE:

To control and oversee the main gate 'entrance' and 'exit' at the Public Works Department site.

KEY RESPONSIBILITIES:

1. Have direct responsibility of managing the main gate entrance and exist at the PWD.
2. Provide assistance to visitors/officials who visit the PWD premises.
3. Ability to assist other personnel duties in the department and Ministry.

MAIN DUTIES AND OUTCOMES:

- 1.1 Provide services in managing all gate entrance and exit in the PWD.
- 1.2 Daily monitoring of all vehicles/. visitors entering and leaving the premises.
- 1.3 Daily recording of all IN/OUT visitors/officials to the Register Book.
- 2.1 Provide assistance to visitors/officials who visit the PWD.
- 2.2 Monitoring and provide thorough checking of all purchase receipts and merchandise before it leaves the premises.
- 2.3 Reports to the High Executive Officer if required.
- 3.1 Provide ongoing assistance in daily duties of the department.
- 3.2 Ability to work after working hours if required

MANDATORY REQUIREMENTS:

Reached Form 5 or 6 in High School Level,

DESIRABLE REQUIREMENTS:

Have good knowledge of the Department and Government's Operation System
Good understanding in monitoring entrance and exiting at the main gate
Good communication skills in spoken Tuvaluan with fair understanding of Basic English.
Sound time management skills