

<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Property Management Section, Corporate Services Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Daily Paid Watchman
<b>Position Number:</b>	FIN081044111001100011
<b>Reports to:</b>	Head of Property Management Section
<b>Band:</b>	S
<b>Salary:</b>	\$6,720 – 10,080
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b></p> <ul style="list-style-type: none"> <li>• Improved macroeconomic management &amp; stability with deeper financial markets</li> <li>• Closer public/ private partnership for economic growth</li> <li>• More efficient, effective, affordable, honest, transparent &amp; apolitical public service focused on clear priorities</li> <li>• Appropriate decentralization of government administration with better scope for engagement with the public</li> <li>• Improved collaboration with development partners ensuring programs better aligned behind government priorities</li> </ul> <p><b>Job Purpose:</b></p> <ol style="list-style-type: none"> <li>1. To provide and ensure the safety of employees and staffs and also to maintain the security of the property in a twenty four hours shift.</li> </ol>
<b>Accountabilities / Outcomes</b>	<ol style="list-style-type: none"> <li>1. Shift for Twenty four (24) hours per day, from Monday to Sunday (inclusive).</li> <li>2. Ensuring that the maintenance of a log book to be kept with a daily record of who enters and leaves the premises after official office hours</li> <li>3. Ensure that all main gates are properly locked as such time as directed by the Property Manager</li> <li>4. Ensuring that the members of the general public be allowed to enter designated areas in accordance with security process and procedures</li> <li>5. Ensuring that all office external doors and windows are properly locked after all authorized personnel vacated their principal place of business</li> <li>6. Ensuring that no members of the general public enter the client's principal place of business after official hours as designated by the client</li> <li>7. Ensuring that all assets, equipment inclusive, within the Client's principal place of business are not removed from the premises without the proper approval</li> <li>8. Perform any other tasks delegated by the supervisor or Deputy CEO, Office of the CEO</li> </ol>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Good communication skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Willingness to take responsibilities</li> <li>• Hardworking, reliable and cooperative</li> <li>• Supportive and work well with team</li> </ul> <p><b>Desirable:</b></p>
<p><b>Qualifications and Experience</b></p>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Form 5 TSC or equivalent of Certificate level 1</li> <li>• *exceptions: Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school).</li> </ul> <p><b>Desirable:</b></p>
<b>Authorised by (sign and date)</b>	
<p><b>Supervisor</b></p>	<p>Name: ‘Elenoa Kava</p> <p>Signature &amp; Date:.....</p>
<p><b>Deputy Secretary / HOD</b></p>	<p>Name: Mrs Gladys Fukofuka</p> <p>Signature &amp; Date: .....</p>
<p><b>CEO</b></p>	<p>Name: Mrs Kilisitina Tuamei’api</p> <p>Signature &amp; Date: .....</p>
<p><b>Employee</b></p>	<p>Name: Vacant</p> <p>Signature &amp; Date: .....</p>