



BRITISH VIRGIN ISLANDS PORTS AUTHORITY VACANCY NOTICE 1/2021

The British Virgin Islands Ports Authority is seeking a mature, and highly motivated person to join our Tortola and Virgin Gorda Team in the following position:

Security Officer

Specific Accountabilities:

The Security Officer I is generally accountable for the provision of basic security services centered around visitor control, surveillance and general assistance in ensuring the observance of the Port's rules and regulations.

1. Controls access/entry to Port premises and wharfs.
2. Prevents the following:
 - a. Breach of the Ports Act and the rules and Regulations of the Authority.
 - b. Unauthorized entry, trespass and loitering on premises/compound and unlawful removal or use of cargo and Port property.
3. Performs traffic control in port areas including the marshalling and dispatching of vehicles.
4. Records the date, time of arrival of all vessels entering and leaving the Port and inform the Shift Leader of said occurrences.
5. Collects all gate passes from the driver of all vehicles leaving the Port. Security Officers working on the 4-12 AM shift will collect and organize passes in numerical order.
6. Reports all incidents of any irregularities to the shift leader or the Senior Security Officer and/ or to the local Police, as warranted as soon as possible.
7. Patrols the area of the Port when the gate is lock, every hour on the hour, checking on buildings within the area to ensure that they are properly secured.
8. Stops and searches all vehicles entering or leaving the Port regardless to the frequency of their visits.
9. Checks cargo on vehicles to ensure that the amount corresponds with the amount listed on the gate pass.
10. Ensures that the area around the gate is free of all lingering vehicle traffic and loiterers.

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11. Prevents the unauthorized entry of personnel and vehicles into the Port compound.
12. Alerts the Fire Department of any fire within the Port premises.
13. Collects passenger tax stubs ensuring that only properly ticketed passengers are allowed on the dock to board the ferries.
14. Allows only authorized person access to all of our facilities.
15. Any other duties that may be assigned by the Security Manager or the Senior Security Officers in the execution of your duties.

Person Specifications:

1. High School Diploma and/or two (2) years' experience as a trained Security Officer.
2. Exhibit good communication skills and possess a Clean Police Certificate.

Salary:

Remuneration/ Benefits: Based on qualifications and experience.

Closing Date: 15th January, 2021.

Please send applications to:

Deputy Managing Director
British Virgin Islands Ports Authority
Box 4, Road Town, Tortola.
British Virgin Islands

Or email to: omaynard@bviports.org

For further information, please visit our website at www.bviports.org