



VACANCY NOTICE NO. 3 OF 2024

The BVI Airports Authority Limited invites applications from suitably qualified persons for the position of **SECURITY OFFICER, OPERATIONS DEPARTMENT**.

This position is responsible for patrolling designated areas at the Airport; carrying out assigned duties at various stations, attending to Aviation Security Training when required, and performing security duties in a professional manner at all times.

EDUCATIONAL REQUIREMENT

High School Diploma

KNOWLEDGE AND EXPERIENCE

Applicants must have proficient knowledge in the following areas:

- Sound planning and organizational skills
- Good human relations skills.
- Professional telephone etiquette
- Good oral and written communication skills
- Ability to multi-task and work under pressure.
- Ability to resolve service-related problems
- Ability to successfully complete relevant levels of Security training.
- Sound customer service skills
- Proficiency with Computer Operating Systems (Microsoft Office)

JOB FUNCTIONS AND RESPONSIBILITIES

Duties include but not be limited to:-

- Carrying out at least three (3) patrols during the tour of duty or as instructed by the Security Supervisor.
- Performing x-ray screening of passengers where necessary.
- Thoroughly searching randomly selected baggage to ensure that it does not contain any prohibited item.
- Performing hand searches on any item or luggage as required.
- Ensuring that all members of airport/airline staff and passengers are fully screened (100%) before being granted access into the airside of the airport.
- Ensuring that all personnel display a valid I/D card chest high when working airside.
- Identifying and reporting all security breaches to the Supervisor promptly.
- Consistently practicing, good customer service, without jeopardizing the security operations.
- Controlling access to the apron and all other restricted and control areas of the airport.

Salary which is in grade 4 will be determined commensurate with qualification and experience.

Interested persons should submit completed application and other relevant documents to:

Director of People and Culture
BVI Airports Authority
P. O. Box 4416
Road Town, Tortola
British Virgin Islands, VG1110
or
Email: humanresources@bviala.com

Deadline for submission: **OCTOBER 31, 2024**