



POST OF SECURITY OFFICER

The Board of the **Anguilla Air and Sea Ports Authority (AASPA)** wishes to inform the general public of a job vacancy within the AASPA.

Applications are invited from suitably qualified persons for filling one (12) vacant posts of **Security Officer** in the Airport and Sea Port Divisions under the Anguilla Air and Sea Ports Authority.

Duties to include:

- Report for duty in a timely manner
- Conduct a terminal sweep (of the Landside/Seaside areas and the Security Restricted area on a daily basis before the commencement of duties as detailed by the Shift Supervisor)
- Test the security equipment on a daily basis : X-Ray machine, Walk Through Metal Detector, and Handheld metal detector, Hand held radios, Explosive Trace Detection as detailed by supervisor
- Record the testing of all security equipment on a daily basis
- Conduct Hourly patrols of the Landside areas and Seaside areas of the port or as detailed by Shift supervisor
- Search by hand of passengers and staff
- Search by hand of passenger and staff baggage
- Screen of baggage/personal effects by conventional X- ray machine
- Screen of baggage/personal effects by the Explosive Trace detection Surveillance of CCTV cameras
- Check all staff and boat agent/employee port passes for authorization and validation
- Practice good customer service at all times without jeopardizing security operations
- Maintain a high level of competence at all times
- Inform Shift supervisor of any unattended bags left anywhere around the port
- Complete Security incident form of all security incidents
- Ensure all keys/ records are secured at each post
- Ensure the post you are manning is manned at all times in the event you have to leave
- Ensure all information is recorded / signed when searches are conducted
- Follow each security operational procedure as detailed
- Control of Access to the port seaside.
- Identify and report all security breaches and potential security breaches to the Port Security Manager.

- Prevent all unauthorized persons from entering the restricted area(s) of the port.
- Report to the Port Security Manager promptly on all security related issues.
- Perform other related duties as required by the job function.

The incumbent must possess the following:

- Strong interpersonal skills
- Strong communication skills written and verbal
- Skills in operating X-ray machine and monitors, metal detectors, radios
- Strong working knowledge of international security practices/ procedures.
- Ability to coach personnel, and work effectively with other people and in teams
- Must have the ability to perform professionally and maintain the confidentiality of the port.

Qualifications

These skills and knowledge's are normally acquired through the attainment of:

- Three (3) CXC's including English
- A qualification in all components of Security Management up to level 5 would be an asset
- 2 years' experience in a similar or related job

All completed application forms must be submitted to:

The Human Resource Manager
Anguilla Air and Sea Ports Authority
Fairplay Commercial Complex
P.O. Box 1382
The Valley, Anguilla

The closing date for all applications is 20th December 2023 at 4:00pm