

## JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
<b>Job Title:</b>	<b>Recruit</b>	<b>Direct Reports:</b>	
<b>Reports to:</b>	Corporal	<b>Internal Contacts:</b>	All Employees
<b>Department:</b>	Ports Police	<b>External Contacts:</b>	Stakeholders
<b>Classification:</b>	Grade 8	<b>Revised:</b>	June 2024

### JOB SUMMARY:

The job holder is responsible for maintaining law and order within the restricted areas of the air and sea ports.

### DUTIES AND RESPONSIBILITIES

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#### Seaport

- Manages the flow of traffic in and around the port facilities;
- Screens vehicles entering and leaving the port compound;
- Prepares port documents and identification cards;
- Verifies the correct delivery of goods prior to customer leaving the port compound;
- Assists Customs officials in enforcing Revenue and Customs laws;
- Responds to disturbances, emergency situations and criminal violations occurring within the compound;
- Conducts security patrols within and around the port compound.

#### Airports

- Manages the flow of traffic and parking in the vicinity of the airport terminal;
- Verifies the documents of departing passengers and collects service charge tickets;
- Responds to disturbances, emergency situations and criminal violations occurring within the airport perimeter;
- Assists security personnel with enforcement of passenger screening requirements;
- Assists airport staff in dealing with stray animals;
- Takes responsibility for lost and found property;
- Assists in enforcing international conventions related to aviation security;
- Conducts security patrols within and around the airport.

#### Marine

- Conducts security patrols in the areas of Castries harbor, marinas and other ports of entry;
- Checks the licenses of small craft;
- Assists in enforcing international conventions related to maritime security.

#### Recordkeeping

- Keeps a record of attendance;
- Maintains a pocketbook detailing daily assignments and activities;
- Keeps a diary detailing incidents and accidents that occur while on duty;
- Prepares and submits reports on all significant incidents.

#### General

- Provides security service for SLASPA's buildings;

- Provides escort for transport of cash;
- Serves summonses and carries out execution of warrants;
- Testifies in court on behalf of the Authority;
- Participates in parades;
- Accepts other related duties as assigned from time to time.

## **QUALIFICATIONS**

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- Five (5) O'Levels including English and Mathematics (General Grades I,II, III) plus one (1) year relevant working experience.

## **KNOWLEDGE, SKILLS AND ABILITIES**

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- Excellent interpersonal, communication skills.
- Advanced knowledge of and proficiency in MS Office Suite.
- Outstanding problem-solving skills.
- Excellent time management and organizational skills.
- Excellent writing skills.
- Active listening Skills.
- Function with a team environment.
- Ability to be flexible with work assignments.
- Ability to use one's initiative and be proactive.
- Ability to stimulate and manage change and develop strong teams.

## **SIGNATURE**

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I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : \_\_\_\_\_

Employee's Signature : \_\_\_\_\_

Date : \_\_\_\_\_