

Ministry/Department: MINISTRY OF FINANCE

Job Title: Watchman, Property Management Section, CSD, St. George Government Building

Band: S

Post Number: 1

Location: Nuku'alofa

Purpose:

- 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

Key Results Area

Performance Indicators

1. Shift for Twenty four (24) hours per day, from Monday to Sunday (inclusive).

- Report on all activities in and around the property
- Report to be completed daily during your working hours
- At least 80% accurate and complete report

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

- Report on all activities in and around the property
- Report to be completed daily during your working hours
- At least 80% accurate and complete report

3. Ensure that all main gates are properly locked as such time as directed by the Property Manager

- Report on status of locked gates and any attempted entry
- Report to be completed daily during your working hours
- At least 80% accurate and complete report

4. Ensuring that the members of the general public be allowed to enter designated areas in accordance with security process and procedures

- Report on any member of the public enter other restricted areas
- Report to be completed daily during your working hours
- At least 80% accurate and complete report

5. Ensuring that all office external doors and windows are properly locked after all authorized personnel vacated their principal place of business

- Report on any member of the public enter other restricted areas
- Report to be completed daily during your working hours
- At least 80% accurate and complete report

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

- Weekly report on all activities in and around the property
- Report to be received by noon of every Monday.
- 80% accurate of the report

<p>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</p>	<ul style="list-style-type: none"> • Weekly report on all activities in and around the property • Report to be received by noon of every Monday. • 80% accurate of the report 				
<p>8. Perform any other tasks delegated by the Property Manager or CEO</p>	<ul style="list-style-type: none"> • As required • Complete the task within specified time line 				
<p>Reports Directly to:</p>	<p>Property Manager</p>				
<p>PERSON SPECIFICATION FOR THIS POST</p>					
<p>Communication and Language Skills:</p>	<ul style="list-style-type: none"> • Good communication skills. Can speak in both Tongan and English 				
<p>Minimum Qualification and Experience:</p>	<ul style="list-style-type: none"> • Form 5 TSC or equivalent of Certificate level 1 <p>*exceptions: Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school).</p>				
<p>POSITION COMPETENCIES</p>					
<p>8</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%; text-align: center;">Core Behavioral Competencies</th> <th style="text-align: center;">Key Performance Standards</th> </tr> </thead> <tbody> <tr> <td data-bbox="264 1272 516 1575"> <p>8.1 Change and Innovation</p> </td> <td data-bbox="516 1272 1458 1575"> <ul style="list-style-type: none"> ○ Stays informed and actively contributes to change initiatives ○ Looks for ways to demonstrate innovation and initiative in work area ○ Anticipates emerging issues and looks for ways to improve work practices. ○ Takes a big-picture view of change and models a positive, constructive approach to managing it ○ Focuses on benefits and ways of overcoming obstacles </td> </tr> </tbody> </table>	Core Behavioral Competencies	Key Performance Standards	<p>8.1 Change and Innovation</p>	<ul style="list-style-type: none"> ○ Stays informed and actively contributes to change initiatives ○ Looks for ways to demonstrate innovation and initiative in work area ○ Anticipates emerging issues and looks for ways to improve work practices. ○ Takes a big-picture view of change and models a positive, constructive approach to managing it ○ Focuses on benefits and ways of overcoming obstacles
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8.2	Interpersonal Skills / Teamwork / Collaboration	<ul style="list-style-type: none"> ○ Actively shares information with appropriate people and checks for understanding where necessary ○ Presents clear, courteous and concise oral and written communications. ○ Engages positively and persuasively with program stakeholders as appropriate. ○ Develops rapport with people at all levels inside and outside the organisation to further the goals of the organisation. ○ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily. ○ Is open with other team members about his/her concerns
8.3	Integrity / Accountability / Results Orientation	<ul style="list-style-type: none"> ○ Seeks to achieve high quality results which are in the best interest of the organisation ○ Uses honesty and appropriate disclosure with customers, employees, and management. ○ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action to deliver results. ○ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance ○ Thinks outside of the box to achieve the best results for an internal/external customer.
8.4	Customer Focus (internal and external)	<ul style="list-style-type: none"> ○ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; ○ Accepts responsibility for mistakes, apologizes and makes suitable and timely amends. ○ Treats all clients with respect and cultural awareness
8.5	Judgement	<ul style="list-style-type: none"> ○ Approaches a task/problem in a sensible way; gives sound advice and seek assistance if necessary. ○ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss
9	The salary for the position is at Band S of the salary structure for the Tonga Public Service with a minimum of TOP\$ 6,720 to a maximum TOP\$ 10,080 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.	
10	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	

10.1	Watchman	Name: Vacant Sign: Date :
	Property Manager	Name: ‘Elenoa Kava Sign: Date :
10.2	Head of CSD: DCEO for Finance	Name: Mrs Gladys Fukofuka Sign: Date:
10.3	CEO for Finance	Name: Mrs. Kilisitina Tuamei’api Sign: Date: