



JOB VACANCY - SECURITY OFFICERS PROVO

The Ports Authority of the Turks and Caicos Islands is seeking dynamic professionals to serve in the role of Ports Security Officer.

This position is responsible for applying security measures and procedures in such a manner as to cause minimum interference with, or delay to ships, ship personnel and visitors, and/or goods and services. Also, to protect property from theft or damage or persons from hazards or interference. Makes periodic tours to check for irregularities and inspect protection devices. Preserves order and may enforce regulations pertaining to personnel, visitors and premises. May be exposed to inclement weather or be required to work in environments or under conditions that require the use of protective gear and devices and/or awareness of personal safety and safety of others.

Essential Functions:

- Controls access to the Port facility; assists visitors with legitimate need to gain entry to the facility.
- Screens visitors and port employees in an efficient manner in order to expedite their admittance to the facility.
- Prevents unapproved or unlawful entry; controls the movement of people and vehicles and parking; operates a gate and examines vehicle contents
- Monitors remote entrances using close circuit television; operates remote access devices and calmly directs persons who cause a disturbance to leave the property.
- Communicates in a manner that is open, honest and responsive in all situations; to the extent authorized, provides information regarding the facility and surrounding area as requested by visitors.
- Patrols assigned site(s) on foot or in vehicle; checks for unsafe conditions, hazards, unlocked doors, security violations blocked ingress and egress and unauthorized persons; inspect vehicles and grounds using appropriate equipment and protective gear.
- Observes and reports incidents or suspicious activity to client representatives, port management, life and safety personnel or public safety authorities as appropriate for the circumstances and/or as required by the post
- Prepares log or reports as required for post; writes or types reports or enters data in a computer using standard grammar; inspects security control logs and takes action as required.
- Responds to emergencies in an orderly manner utilizing proper training and following all protocols.
- Carries out tasks and duties of a similar nature and scope as required for the assigned post.

Requirements:

- Knowledge of security operations and procedures
- Good oral communications and basic report writing skills
- Basic computer skills
- Clean Police Record issued within the last 6 months
- Passport or Status Card
- Drivers' license
- Flexible to work shifts

Education and Experience:

- Must possess a High School Diploma or equivalent
- Previous security experience a plus

Salary: Grade 4.**Range: \$34,950.00 - \$35,736.00.****Application procedure**

Interested persons should submit a resume, along with their contact information, cover letter, two letters of reference (one preferably from a former employer), certified copies of educational certificates, a Police Certificate and a copy of the Passport photo page.

Applications should be addressed to:

Human Resource Manager, Ports Authority of the Turks and Caicos Islands, Turks and Caicos Islands Envelopes should have the subject "Port Security Officer" clearly marked on the front and can be delivered to the Ports Authority Office at South Dock, Providenciales, or

Emailed to: Recruitment@Ports.tc. The subject line in the email should read "Port Security Officer". Deadline for submission: **April 28.2025.**