



Three (3) Security Coordinators

Campus Assignments

Security Coordinator – Akom Campus
Security Coordinator – Irelya Campus
Security Coordinator – Sopas Campus

Department : Security and Campus Services
Reports To : Security Manager
Employment Type : Full-Time

Position Summary

The Security Coordinator is responsible for coordinating and supervising all security operations at the assigned campus to ensure a safe, secure, and conducive environment for students, staff, visitors, and University property. The position oversees security personnel, implements security policies and procedures, coordinates emergency response activities, investigates security incidents, and works collaboratively with University management and law enforcement agencies to minimize security risks.

Key Responsibilities

Security Operations

- Coordinate and supervise all daily security operations at the assigned campus.
- Ensure adequate deployment of security officers across campus facilities.
- Conduct regular patrols and security inspections of buildings, residences, classrooms, laboratories, offices, and other University assets.
- Monitor access control systems and ensure only authorized persons enter restricted areas.
- Oversee opening and closing procedures for University facilities.

Staff Supervision

- Supervise, mentor, and evaluate campus security personnel.
- Prepare duty rosters and manage shift assignments.
- Monitor staff attendance, discipline, and performance.
- Recommend training and professional development for security officers.
- Ensure security personnel maintain professional conduct and appearance.

Safety and Emergency Management

- Coordinate emergency responses involving fire, medical emergencies, accidents, natural disasters, or security threats.
- Develop and implement campus emergency response procedures.
- Conduct emergency drills in collaboration with relevant departments.
- Ensure emergency equipment is regularly inspected and operational.

Incident Management

- Investigate security incidents, thefts, vandalism, accidents, and other breaches.
- Prepare detailed incident reports with findings and recommendations.
- Maintain confidential records of all security-related matters.
- Coordinate investigations with the Papua New Guinea Police and other authorities when necessary.

Risk Assessment and Prevention

- Conduct regular security risk assessments.
- Identify vulnerabilities and recommend mitigation measures.
- Monitor CCTV systems, alarms, lighting, fencing, and other security infrastructure.
- Recommend improvements to enhance campus security.

Community Engagement

- Build positive relationships with students, staff, local communities, and external stakeholders.
- Provide security awareness education and crime prevention advice.
- Assist with crowd management during University events, ceremonies, and public activities.

Compliance and Administration

- Ensure compliance with University security policies and relevant Papua New Guinea laws.
- Maintain accurate records of patrols, incidents, visitor logs, and security activities.
- Prepare weekly, monthly, and annual security reports.
- Assist in developing and reviewing campus security policies and procedures.

Asset Protection

- Protect University buildings, vehicles, equipment, and other assets.
- Monitor contractor and visitor access.
- Coordinate key control and security access systems.
- Report damaged security infrastructure for prompt repair.

Qualifications

- Diploma in Security Management, Criminology, Public Administration, Business Administration, Law Enforcement, or a related discipline.
- Diploma in Security Management or Police Studies may be considered with significant relevant experience.
- Professional certification in security or emergency management is an advantage.

Experience

- Minimum of five (5) years of progressively responsible experience in security management, law enforcement, military, or a related field.
- At least two (2) years in a supervisory or leadership role.
- Experience working in an educational institution or large organization is desirable.

Knowledge and Skills

- Knowledge of modern security management principles and practices.
 - Understanding of risk assessment and emergency management.
 - Knowledge of occupational health and safety requirements.
 - Strong leadership and supervisory skills.
 - Excellent communication and interpersonal skills.
 - Ability to investigate incidents and prepare professional reports.
 - Conflict resolution and problem-solving skills.
 - Competence in Microsoft Office applications and electronic security systems.
 - Ability to maintain confidentiality and exercise sound judgment.
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