

# VACANCY



## Guard

### **Starting Salary - USD 8,990 + Health Insurance, Life Insurance and Retirement Plan**

The Western and Central Pacific Fisheries Commission (Tuna Commission) invites applications from suitably experienced and qualified individuals for the contract services as **Guard** to be based at its headquarters at Kolonia, Pohnpei State, FSM. Information about the WCPFC is available at <https://www.wcpfc.int>

The guard will be responsible for ensuring that the Commission's compound is secured, and the log of visitors is maintained.

Applicants must have 2 years' experience as a Guard and good written and oral communications skills. Terms of Reference including a list of duties for the position can be obtained through the Receptionist (320-1992/1993) as well as any additional information. Applications should include cover letter, resume and details of two referees. Applications should be addressed to Ms Natsuko Akinaga, HR Officer, at ([Natsuko.Akinaga@wcpfc.int](mailto:Natsuko.Akinaga@wcpfc.int)) or at the Tuna Commission office by closing date on Friday, **May 23, 2025**.

### Scope of Work

**Title:** Guard

**Report to:** Finance and Administration Manager and Head Guard

**Subordinate Staff:** None

**Essential Qualifications:**

1. 2 years experience as a guard
2. Good oral and written communication skills
3. Must have a valid driver's license
4. Demonstrated good attendance record and positive work ethic
5. Excellent interpersonal skills and commitment to teamwork
6. Demonstrated capacity to work with a minimum supervision, meet deadlines and to be accurate with figures and calculations
7. Must provide own transportation to the Commission
8. No criminal record, prior charges or convictions

**Desirable Qualifications:**

1. Training in first aid, self defense, and other areas related to guard supervision

**Duties:**

1. Keep log of incoming and outgoing visitors to the Commission
2. Keep log of incidents including attempted break-ins, power outages and trespassing
3. Contact Head Guard or other supervisor in case of a serious incident
4. Patrol the grounds every 20 minutes
5. Guards may be required to help move items as requested by Head Guard or other supervisor
6. Other duties as assigned

Approved by OIC 1-3-12.

### **Rules for all Guards.**

Failure to abide by the rules may result in termination of contract without prior warning.

1. No sleeping on the job.
2. Guards may not engage in other work outside of the Commission without prior approval.
3. No chewing betel nut, using chewing tobacco, drinking alcohol or using sakau while working
4. Do not come to work drunk or after using sakau.
5. Guards must show up to work on time and are not allowed to leave early
6. Call in if unable to report to work on time or absent due
7. Wear uniform while on duty.
8. Family members are not allowed on the compound while the guard is at work