



**BVI AIRPORTS AUTHORITY
BEEF ISLAND
BRITISH VIRGIN ISLANDS**

VACANCY NOTICE NO. 6 OF 2008

The BVI Airports Authority Limited invites applications from qualified individuals for the positions of a Chief Security Officer, Terrance B. Lettsome International Airport.

SALARY: Commensurate with qualification and experience.

JOB FUNCTIONS AND RESPONSIBILITIES

1. Provides training for all security officer(s) to ensure that these officers attain the required standards of the National Aviation Security Programme.
2. Evaluates all Security Officers.
3. Prepares correspondence and reports.
4. Prepares and delivers briefings to Customer, Management & Security Supervisors.
5. Issues appropriate security passes to all airport personnel.
6. Ensures that all security equipment is functioning properly and reports any malfunctions to the Director of Operations.
7. Attends and gives report at meetings of the National Aviation Security Committee.
8. Prepares examination questions, invigilates tests, and/or marks and grades examination papers for Security Officer(s).
9. Carries out security background checks on all personnel employed at the airport.
10. Issues appropriate security passes to all vehicles operating on the airside of the aerodrome.
11. Prepares schedules for all security officers on a weekly/monthly basis.
12. Inspects Security Officer(s) on a daily basis to ensure they are properly attired in the BVI Airports Authority uniform.
13. Orders uniforms for Security Officers when necessary.
14. Ensures that Security Officers time sheets are completed accurately and fairly.
15. Performs any other duties that may be assigned to you from time to time.

QUALIFICATIONS & EXPERIENCE

1. High School Diploma or equivalent; and
2. Ten (10) years minimum work experience within a supervisory rank of airport security or similar field..
3. Valid Class F driver's license.

KNOWLEDGE & SKILLS

1. Computer skills required: Microsoft Excel and Word.
2. Working as part of a team and willing to work shifts, including weekends, i.e. Saturdays and Sundays and Holidays.
3. Excellent written & verbal communication and math skills, good supervisory and judgment skills.
4. Awareness of the issues regarding the handling of dangerous goods.
5. Proficient in special-use security equipment.

BENEFITS

1. Health Insurance
2. 10% Gratuity payable at the end of contract
3. Advance of \$10000 (to be repaid)
4. Refund of relocation costs associated with job acceptance if applicant is from overseas

Applications should be submitted to the Managing Director, BVI Airports Authority by **Friday 12th September, 2008.**

Application forms can be collected at the BVI Airports Authority's Administration Complex, Beef Island; situated at the base of the Tower at the Terrance B. Lettsome International Airport or on the Authority's website www.bviaa.com

BVI Airports Authority
Beef Island
British Virgin Islands