



AIRPORT KIRIBATI AUTHORITY

All Correspondence to be Addressed to the Chief Executive Officer
 Airport Management Offices, Bonriki, Tarawa, Republic of KIRIBATI.
 Phone (686) 75381012/73091580 email: ceo@airportkiribatiauthority.com

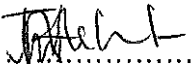
1. Airport Kiribati Authority (AKA)		
2. Position Title: AvSec officer	3. Salary Level: 19-17/16-14	4. Division: Security Department
5. Reports to: Avsec Supervisor/Assistant Avsec Manager/Avsec Manager/COO.		6. Direct Report: AvSec Manager
7. Primary Objective of the Position: To ensure the safety and security of passengers, staff, the general public and facilitation of an airport by preventing acts of unlawful interference perpetrated on the ground or in-flight.		
8. Position Overview.		
9. Financial:	10. Legal: Airport Kiribati Authority Act 2019, regulations related to CAR Part 140.	
11. Internal Stakeholders: <ul style="list-style-type: none"> ✓ HODs from various departments. ✓ CEO. ✓ AvSec supervisor ✓ Avsec Manager 	12. External Stakeholders: <ul style="list-style-type: none"> ✓ Airport Tenants. ✓ Private Sectors. ✓ Public. ✓ Airlines ✓ Cargo consignee 	
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Passenger Screening	✓ Operate Metal detectors, X-ray machines and conduct Manual searches to detect prohibited items from carrying unto the aircraft or into the sterile area.	1. Percentage of Prohibited items successfully identified during screening.
2. Baggage and Cargo Inspection	✓ Screen luggage and cargo using X-ray Machines and Manual check and explosive detection.	2. Time taken to respond to security incidents or alarms.
3. Access Control	✓ Monitor and Control entry to restricted areas and security restricted areas by verifying airport passes and cards.	3. Adherence to SOPs and Regulatory compliance.
4. Emergency Response	✓ Assist with Evacuation, Aircraft Emergencies, and other Critical incidents in cordoning the area, Securing Access control to the scene.	4. Findings from internal and External Audits including USAP is reduced.
5. Documentation and Reporting	✓ Maintain accurate records of daily activities, incidents, inspections and security breaches.	5. Number of passengers screened per hour without compromising safety and security protocols.

Approved by : _____  _____

Date : 6/5/26

6. Customer Interaction	✓ Provide assistance and information to passengers while maintaining a Professional Customer Service.	
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Key Challenges:	Selection Criteria:
<p>Aviation Security officers must be able to work under pressure in dealing with the safety of travelling passengers on both domestic and international operations by screening and checking that passengers and their possessions are cleared prior to departure.</p> <p>Ability to work flexible shifts and other required tasks from his/her superior officer from time to time.</p> <p>Physical fitness and Stamina for long shifts and patrol duties.</p>	<p>PQR (Position Qualification Requirement)</p> <p>Education: Form 3 or Class 9 certificate</p> <p>Experience:</p> <p>Job Training:</p> <p>Prerequisites:</p> <hr/> <p>Personal Qualities</p> <ol style="list-style-type: none"> 1. Knowledge - Understanding the concepts of Annex 17, Annex 9 and KCAR Part 140. 2. Skills - Able to speak fluent English and Kiribati and provide quality customer service.

Approved by : _____  _____

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