



DOCUMENT TYPE: JOB DESCRIPTION

Revision No: 0

POSITION TITLE: SENIOR ADMIN, PASS CONTROL AND INVESTIGATION OFFICER

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## AVIATION SECURITY DEPARTMENT

POSITION TITLE : Sr Admin, Pass Control &amp; Investigation Officer JOB LEVEL : 10

IMMEDIATE SUPERVISOR : Assistant Manager, ASD

POSITION SUMMARY:

Plans and directs departmental administrative operations, access control procedures, and security investigation activities in furtherance of a safe and secured Aviation Complex.

TASKS AND DUTIES:

1. Plans, directs, controls, and supervises DMIA access control, and security investigation activities;
2. Provides administrative services for the department;
3. Drafts correspondence, and prepares reports including conclusions and recommendations for solutions of administrative problems;
4. Prepares the department's annual budgetary requirement;
5. Oversees the operation of the Pass Control Office in accordance with approved Memorandum-Circulars and the International Civil Aviation Organization – Standards and Recommended Practices (ICAO SARPs) and institute measures for the effective issuance of access passes;
6. Oversees the Armory operations and institutes measures for the effective control in the issuance and accounting of corporate firearms;
7. Recommends policies and procedures for the enhancement of access control within the Aviation Complex;
8. Supervises the conduct of preliminary investigations for breaches/violations of Philippine Laws, Corporate Policies and ICAO Regulations committed within the Aviation Complex and recommends appropriate actions to preclude its recurrence or endorse to appropriate authorities for proper disposition;
9. Supervises the operations and maintenance of Airport complaints and action desk.
10. Drafts and updates circulars, policies and procedures pertaining to DMIA access control, and security investigations;
11. Performs other official duties as directed

QUALIFICATION STANDARDS:

1. College graduate;
2. With experience in senior administration and policy leadership;
3. With good command of the English language both oral and written;
4. At least 5 years experience in Aviation Security ;
5. Can apply maximum tolerance amidst stressful/provocative situations;
6. With firm adherence to high moral principles and professional standards; and
7. Computer literate



CLARK INTERNATIONAL AIRPORT CORPORATION



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
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