



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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JAMAICA, WEST INDIES

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CIRCULAR No. 62 **OSC Ref. C. 6555¹⁵**

3rd February, 2022

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Security Officer (PTSG/PX 1)** in the **Office Management and General Services Branch, Ministry Industry, Investment and Commerce**, salary range \$922,930 - \$1,241,238 per annum.

Job Purpose

Under the supervision of the Office Services and Fleet Manager (GMG/SEG 1), the Security Officer (PTSG/PX 1), ensures the premises and all Government assets are secured and protected, allows access and monitors activities of security personnel.

Key Responsibilities

Technical/Professional:

- Manages the activities of the contracted security personnel;
- Ensures vehicles are parked in designated parking spaces only and that barrier is kept down, except when vehicles are entering and exiting the premises;
- Ensures all security Log Books are properly completed;
- Opens and closes the offices/gate outside of normal working hours;
- Checks that all security and firefighting equipment are in the designated location;
- Reports defects or problems of equipment to the Office Services and Fleet Manager;
- Liaises with the Ministry's Security Officer on an ongoing basis with a view to maintaining effective security systems on the premises during normal working hours;
- Monitors the activities of cleaning operations outside working hours;
- Monitors the activities of authorized contractors outside working hours;
- Manages the custody of keys to offices after they are locked by the relevant officers;
- Monitors the Attendance Register of the evening cleaners;
- Monitors and controls entry to the building outside normal working hours;
- Maintains a Register of all Ministry's vehicles entering and leaving the premises outside normal working hours (e.g.) weekends and public holidays;
- Monitors assets removed from the building and ensures completed forms are returned to Inventory Officer;
- Reports any defects, or loss noted in or around the compound to the Office Services and Fleet Manager;
- Monitors functionality of generator and reports issues;
- Facilitates the work of external contractors outside of normal working hours by providing access to the office, monitoring the work and closing the office;
- Assists with minor building maintenance, for example changing light bulbs, minor plumbing and screwing up;
- Identifies and reports building maintenance issues;
- Monitors the nightly switching off Air-condition Units and lights;
- Maintains all Security and Emergency Log Book;
- Monitors the Air-condition Unit in the ICT Unit and Server Rooms to ensure 24 hours cooling;
- Performs any other related duties that may be assigned by the Office Manager and Manager, Facilities and Property as requested.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem-solving and decision-making skills
- Good interpersonal skills

- Teamwork and co-operation
- Integrity
- Ability to use own initiative
- Strong customer and quality focus skills
- Honesty

Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Knowledge of minor building maintenance
- Knowledge of security procedures
- Basic Report writing skills

Minimum Required Qualification and Experience

- Completion of Secondary school;
- Three (3) years' experience.

Special Conditions Associated with the Job

- Ability to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Thursday, 16th February, 2023 to:**

Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5

E-mail: hrm@miic.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



Merle I. Tam (Mrs.)
for Chief Personnel Officer