



Office of the Services Commissions

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CIRCULAR No. 7 **OSC Ref. C. 6222¹¹**

4th January, 2024

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 following **vacant** posts in the **Post and Telecommunications Department**:

1. **Supervisor, Safety and Security (GMG/SEG 3), - Regional Safety and Security Section**, salary range \$4,594,306- \$6,178,830 per annum.
2. **Senior Safety and Security Officer (GMG/SEG 2) – (2 posts) (Region 1) & (Region 3) Regional Safety and Security Section**, salary range \$3,770,761 – \$5,071,254 per annum.
3. **Safety and Security Officer (GMG/SEG 1) - Regional Safety and Security Section**, salary range \$3,094,839 - \$4,162,214 per annum.
4. **Surveillance and Monitoring Officer (SOG/ST 4) - Head Office** salary range \$2,478,125 - \$3,332,803 per annum.

1. **Supervisor, Safety and Security (GMG/SEG 3),**

Job Purpose

Under the supervision of the Director, Safety and Security the Supervisor, Safety and Security (GMG/SEG 3) is responsible for developing, implementing and monitoring effective programmes for the establishment of a robust safety and security culture within the Department.

The incumbent will ensure:

- The protection of physical infrastructure/office, equipment/furniture, documents information and telecommunication assets;
- The preparation of safety and security plans;
- Investigation of complaints against members of staff as well as security and safety breaches identified;
- The development of mechanisms to maintain transparency and efficiency as well as business continuity.

The Supervisor, Security and Safety will be required to work closely with the Director, Regional Divisions as well as the International and Local Mail Planning Unit to ensure the end-to-end security of mail items.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Section's Budget, Operational and Unit Plan;
- Collaborates with supervisor in the preparation, signing and submission of Individual Work Plan;
- Manages the day-to-day operations and services of the Section ensuring Unit/Individual Plans are aligned to the operational objective and budget of the Department and is executed;
- Prepares and submits to the Director, Safety and Security, status reports on activities of the Section in keeping with Operational Plan and Work Plans;
- Keeps abreast with new security and safety-related technologies and recommends improvements;
- Represents the Department at meetings, conferences, and other fora.

Technical/Professional:

- Plans, executes, assesses and monitors all tasks assigned;
- Produces periodic and ad-hoc reports for every incident, security threat, and vulnerability reported or identified;

- Provides technical advice in support of the Department's security policy, strategy, guidelines, standards and best practices;
- Contributes to the development of safety and security strategies, policies, procedures and plans to include cyber security;
- Develops and implements Standard Operating Procedures (SOPs) for handling future types of security incidents that could threaten the Department's operations;
- Assists with the development of security guidelines for the regulation of the Postal Sector that is to prevent theft, compromise, contamination etc. of mail;
- Contributes to the development of information security, cyber security and protective security-related policies as well as related guidelines, standards and best practices within the Public Sector;
- Performs proactive engagement to identify potential risks as well as threats to the Postal Sector and its stakeholders both locally and internationally;
- Ensures compliance with safety and security guidelines, standards and requirements;
- Participates in discussions for the development of Government safety and security strategy;
- In collaboration with the Human Resource Development Section, ensures that safety and security awareness training or sensitization sessions are conducted;
- In collaboration with the Human Resource Development Section ensures the development of training modules and technical documentation;
- Ensures that access control and CCTV systems are installed and monitored as well as an identification card system is acquired and managed;
- Coordinates the conduct of security/risk assessments and ensures that exercises are conducted to test the resilience of the infrastructure/office and operations;
- Assists the Director, Information Communication Technology in the investigation of computer security incidents using appropriate analytical tools;
- Conducts knowledge sharing sessions with other technical personnel on lessons learnt or new findings within the Public Service;
- Ensures that all in-place security solutions for the Department are monitored for efficient and optimal operations;
- Ensures the design and execution of threat and vulnerability assessments, through security audits, investigations and surveys and the preparation of reports on mitigating strategies;
- Ensures that the investigation of complaints against members of staff are conducted to determine the veracity of claims;
- Ensures that the requisite safety and security exercises/drills are conducted as required;
- Ensures the establishment of the requisite partnerships with key stakeholders such as the Jamaica Constabulary Force, Major Organised Crime and Anti-Corruption Agency, Jamaica Defence Force etc. as well as various Private Security Companies;
- Ensures that all threats reported/received against any member of staff is addressed in a timely, appropriate and meaningful manner;
- Ensures the timely engagement and oversight of Private Security Companies and Officers to support the security architecture of the Department;
- Ensures/provides direct oversight and management of the Department's internal Security Officer/Guard Force;
- Ensures the routine preparation of standing or work orders for Security Officers and Security Companies.

Human Resource

- Participates in recruitment of staff for the Section, recommends transfers, promotion and leave;
- Ensures the developmental and welfare needs of staff and Security Officers in the Regional Safety and Security Section are identified and addressed;
- Monitors and evaluates the performance of direct reports and recommends corrective actions where necessary;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Regional Safety and Security Section and the Department's goal;
- Provides guidance to direct reports through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that training and other needs of direct reports are adequately identified and addressed;
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations which affect the Section;
- Recommends vacation leave for direct reports in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established human resource policies.

Required Knowledge, Skills and Competencies

Core:

- Integrity
- Good Oral and Written Communication Skills
- Compliance
- Problem Solving & Decision-Making Skills
- Interpersonal Skills
- Adaptability
- Initiative
- Goal/Results Oriented

Functional/Technical:

- Strategic Vision
- Good Planning & Organizing Skills
- Analytical Thinking Skills
- Use of Technology
- Methodical
- Managing External Relationships
- Leadership
- Impact and Influence

Knowledge of:

- Security Mechanisms
- Security Architecture
- Occupational Health & Safety
- Universal Postal Union Security
- Post Office Act (1941)
- Incident Handling & Analysis Skills
- Project Management Skills
- Risk Management
- Safety Protocols
- Report writing
- Government Records Management Practices and Procedures
- Managing limited resources to achieve challenging outputs

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Security Management, Public Administration, Management Studies or other equivalent qualification from an accredited tertiary institution.
- Experience in investigative techniques and knowledge of protective security is required;
- Five (5) years working experience with three (3) years being at the middle management level;
- Experience in Property Management or Asset Management would be an asset; and
- Experience in the security/armed forces, private security, industry or investigative environment would be an asset.

Special Condition Associated with the Job

- This position may involve extensive field work.
- There may be encounters with disagreeable members of the public, staff and other stakeholders who are aggrieved, aggressive or of ill intent.

2. Senior Safety and Security Officer (GMG/SEG 2)

Job Purpose

Under the supervision of the Supervisor, Safety and Security the Senior Safety and Security Officer (GMG/SEG 2) will help to safeguard the protection of the premises, assets and personnel of the Post and Telecommunications Department (PTD) by maintaining high visibility, presence and posture in order to deter or prevent all illegal deviant or inappropriate actions/behaviours which could have a negative impact on the Department, its operations and personnel. The goal is to observe, detect, deter, cauterize and report all findings.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Branch's Budget as well as the Operational and Unit Plan;
- Collaborates with supervisor in the preparation, signing and submission of Individual Work Plans;
- Prepares and submits to Supervisor, Safety and Security, status report on activities of the Unit in keeping with Operational Plan and Work Plans;
- Keeps abreast with new security and safety related technologies and recommends improvements.

Technical/Professional:

- Protects the company's property, critical assets and staff by maintaining a safe and secure environment;
- Investigates complaints concerning security and safety breaches;
- Manages regional risk/threat assessments and security analysis through the preparation of reports and the provision of solutions;
- Acts lawfully in direct protection of life and property;
- Conducts reports/updates on safety and security threats and occurrences;
- Ensures frequent/consistent monitoring, as well as enforcement of robust access control measures at building entrance points to include motor vehicle gates as well as exits, are conducted in the Regions;
- Engages in routine static duties and conducts off-site visits;
- Manages the Regional Security Corps;
- Manages the Regional Disaster Preparedness Programme;
- Monitors alarm systems, access control and video surveillance footage and operates emergency response equipment and protocols;
- Creates and maintains database for PSRA License;
- Creates, maintains and monitors the regional firearm database and distributes firearms accordingly;
- Manages Standard Operating Procedures/Protocols;
- Manages frequent inspections, security audits and surveys;
- Sensitization and awareness sessions conducted on general principles of protective security;
- Prepares and submits timely reports prepared and submitted on the adequacy of the Protective Security Regime;
- Supports the Supervisor, Safety and Security in all aspects of the Protective Security Regime, especially, in areas such as Closed-Circuit Television (CCTV), access control, issuance of access passes, investigation of breaches, document security etc.;
- Manages fire and other safety drills;
- Conducts background checks on staff;
- Monitors the security, maintenance and use of vaults;
- Recommends security upgrades based on security audits and investigations conducted;
- Liaise with Branch Managers and Regional Managers regarding the demand for security services;
- Liaise with local JCF personnel/authorities and external security providers regarding security-related concerns and assignments ;
- Supports the safe and secure transportation/movement of staff, documents, mail, equipment, information and other assets, as required;
- Coordinates fire and other safety drills.

Human Resource

- Participates in the recruitment of staff for the Unit, recommends transfer, promotion and leave;

- Ensures the developmental and welfare needs of staff and Security Officers in the Unit are identified and addressed;
- Monitors and evaluates the performance of direct reports and recommends corrective actions, where necessary;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Safety and Security Branch and the Department's goal;
- Ensures that training and other needs of direct reports are adequately identified and addressed;
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations which affect the Section;
- Participates in the recruitment of direct reports for the Section;
- Recommends vacation leave for direct reports in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established human resource policies.

Required Knowledge, Skills and Competencies

Core:

- Integrity
- Good Oral and Written Communication Skills
- Compliance
- Problem Solving & Decision Making Skills
- Interpersonal Skills
- Adaptability
- Initiative
- Goal/Results Oriented

Functional/Technical:

- Strategic Vision
- Planning & Organizing Skills
- Analytical Thinking Skills
- Use of Technology
- Methodical
- Managing External Relationships
- Leadership
- Impact and Influence
- Technical Skills

Knowledge of:

- Security Mechanisms
- Security Architecture
- Occupational Health & Safety
- Public safety and security procedures/protocols
- Universal Postal Union Security Standards and Post Office Act (1941)
- Post Office Act (1941)
- Government/Department's policies and procedures
- Incident Handling & Analysis Skills
- Project Management Skills
- Risk and threat assessments
- Surveillance skills and detail orientation
- Operating and responding to detection and emergency equipment and systems
- Safety protocols
- Report writing
- Government Records Management Practices and Procedures
- Managing limited resources to achieve challenging output targets

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Security Management, Public Administration, Management Studies or other equivalent qualification;
- Experience in Property Management or Asset Management would be an asset
- A minimum of two (2) years working experience;

- Experience in the security/armed forces, private security, industry or investigative environment would be an asset.

Special Conditions Associated with the Job:

- Extensive field work.
- May be appointed Special District Constable and carry a firearm
- Field work may require walking considerable distances on uneven surfaces with exposure to pesticides and fertilizers.
- May encounter disagreeable members of the public, staff and other stakeholders who are aggrieved, aggressive or of ill intent.

3. Safety and Security Officer (GMG/SEG 1)

Job Purpose

Under the supervision of the Senior, Safety and Security the Safety and Security Officer (GMG/SEG 1) will provide assistance in ensuring the protection of the premises, assets, and personnel by maintaining, high visibility, presence, and posture to deter or prevent illegal, deviant or inappropriate actions/behaviours which could have a negative impact on the Department, its operations and personnel.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Branch's Budget, Operational and Unit Plans;
- Prepares and submits Individual Work Plan;
- Prepares and submits to Senior Safety and Security Officer, status report on activities in keeping with Operational Plan and Work Plans;
- Keeps abreast with new security and safety-related technologies and recommends improvements.

Technical/Professional:

- Protects the Department's property and staff as well as other critical assets by maintaining a safe and secure environment;
- Observes for signs of deviant or non-compliant behaviour or disorder and investigates disturbances;
- Acts lawfully in the direct protection of life and property;
- Conducts routine vetting/background checks and other security checks on staff members;
- Takes accurate notes and produces reports on unusual occurrences
- In conjunction with the Security Officers, routinely patrols/monitors buildings; examining their operations and perimeter;
- Assists in ensuring frequent/consistent monitoring and enforcement of robust access control measures at building entrance points to include motor vehicle gates as well as exits;
- Monitors alarm systems or video surveillance footage and operates emergency response equipment and protocols;
- Prepares and submits reports on the adequacy of the Protective Security Regime;
- Supports the Senior Safety and Security Officer in all aspects of the Protective Security Regime, especially, in areas such as Closed-Circuit Television (CCTV), access control, issuance of access passes and preparation and issuance of Identification Cards, investigation of breaches, documentation of security issues etc.;
- Supports the coordination of transportation/movement of staff, documents, mail, equipment, information and other assets as required;
- Coordinates fire and other safety drills;
- Assists in ensuring compliance with postal safety and security processes and procedures;
- Assists with the initiation of the suspension or revocation of authorization of persons in breach of security rules;
- Maintains records of security operations and breaches;
- Assists with ensuring the safety and security of records, buildings and equipment from disaster;
- Oversees the embedding and removing of safes, maintenance and repair of vaults and the cutting and repairing of keys and locking mechanisms;
- Performs first aid or cardiopulmonary resuscitation (CPR).

Required Knowledge, Skills and Competencies

Core:

- Integrity
- Good Oral and Written Communication Skills
- Compliance
- Problem Solving & Decision Making Skills
- Interpersonal Skills
- Adaptability
- Initiative
- Goal/Results Oriented

Functional/Technical:

- Strategic Vision
- Planning & Organizing Skills
- Analytical Thinking Skills
- Use of Technology
- Methodical
- Managing External Relationships
- Leadership
- Impact and Influence
- Technical Skills

Knowledge of:

- Security Mechanisms
- Security Architecture
- Occupational Health & Safety
- Public safety and security procedures/protocols
- Universal Postal Union Security Standards
- Post Office Act (1941)
- Incident Handling & Analysis
- Project Management
- Risk and threat assessments
- Surveillance and detail orientation
- Operating and responding to detection and emergency equipment and systems
- Safety Protocols
- Report Writing
- Government Records Management Practices and Procedures
- Managing limited resources to achieve challenging output targets

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Security Management, Public Administration, Management Studies or other equivalent qualification from an accredited tertiary institution;
- Experience in Property Management or Asset Management would be an asset;
- A minimum of two (2) years related working experience;
- Experience in the security/armed forces, private security, industry or investigative environment would be an asset.

Special Conditions Associated with the Job

- Extensive field work.
- May be appointed Special District Constable and carry a firearm.
- Field work may require walking considerable distances on uneven surfaces with exposure to pesticides and fertilizers.
- May encounter with disagreeable members of the public, staff and other stakeholders who are aggrieved, aggressive or of ill intent.

4. Surveillance and Monitoring Officer (SOG/ST 4)

Job Purpose

Under the direct supervision of the Supervisor, Safety and Security, the Surveillance and Monitoring Officer (SOG/ST 4) is responsible for protecting the Department's assets and the safety of visitors and staff through the operation and monitoring of all surveillance systems, including Close Circuit Television (CCTV), within the Control Centre and other locations; where applicable and to ensure the integrity, accuracy and confidentiality of all information gained in accordance with the stipulated standards and regulations. The incumbent observes all postal operations via surveillance cameras, evaluates all employee activities and observes all individuals on the property; reports all infractions and suspicious activities to the Supervisor, Safety and Security and stores events in the surveillance archive.

Key Responsibilities

Management/Administrative:

- Prepares Individual Work Plan in collaboration with supervisor;
- Reports and logs all incidents of suspicious, criminal or unusual activity, suspicious persons, and exclusions to the Director, Safety and Security;
- Maintains the confidentiality of all privileged and sensitive information;
- Maintains security of the surveillance room and equipment;
- Liaises with the internal security team, including assigned Police personnel, contractors and other agencies and members of staff when applicable.

Technical/Professional:

- Monitors all security and employee areas to ensure conduct of all postal operations are in accordance with the Department's policies and procedures and those established by the Government of Jamaica;
- Responds to radio and phone calls and accurately records data in the report writing system while maintaining surveillance of postal operations by utilizing surveillance equipment/software;
- Operates facility surveillance systems in accordance with the requisite standards;
- Operates surveillance equipment such as CCTV (Close Circuit Television) and PC Workstations;
- Operates surveillance software applications including but not limited to i-View, iGNet, iGWatch Software, Window Vision Host/Remote Program, and Microsoft Office Suite Program;
- Maintains surveillance records and documents;
- Maintains the following logs: Entrances/Departures Logs from surveillance room, video archive library log, malfunction/repair log and daily activity log;
- Ensures that all events are recorded and kept on a separate recording device which is kept in the Unit's safe;
- Reconciliation of Identification Cards processed to include loss, theft and damage of cards;
- Provides assistance with investigations;
- Observes the X-Ray process;
- Observes the screening process for items;
- Monitors the seizures of drugs;
- Conducts security assessments on mail contractors conducted.

Required Knowledge, Skills and Competencies

Core:

- Integrity
- Good Oral and Written Communication Skills
- Communication Skills
- Compliance
- Problem and Organising
- Interpersonal Skills
- Adaptability
- Initiative
- Goal/Results Oriented

Functional/Technical:

- Strategic Vision
- Planning & Organizing
- Analytical Thinking

- Use of Technology
- Methodical
- Managing External Relationships
- Technical Skills

Knowledge of:

- Security mechanisms
- Security architecture
- Occupational Health & Safety
- UPU Security Standards and the Post Office Act (1941)
- The Government's/Department's policies and procedures
- Incident handling & analysis skills

Minimum Required Qualification and Experience

- Three-year Diploma (or equivalent) in safety and security-related field.
- Two (2) years' experience in a similar capacity.
- Training/Certification in CCTV Systems or other surveillance systems plus;
- One (1) year experience in surveillance, security or policing.
- Certification information communication technology.
- Diploma in ICT would be an asset.

Special Conditions Associated with The Job

- Requires prolonged periods sitting, standing, walking, reaching, kneeling, bending and/or stooping in the performance of daily duties.
- High-risk environment.
- Exposure to criminal activity.
- May require occasionally working after established working hours, weekends, and holidays.

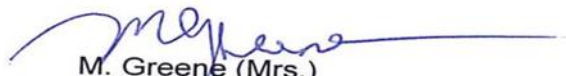
Applications accompanied by résumés should be submitted **no later than Wednesday, 17th January, 2024 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston**

Email: ceooffice@jamaicapost.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.


M. Greene (Mrs.)
for Chief Personnel Officer