



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 106 **OSC Ref. C. 6222¹³**

12th March, 2025

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 Director, Safety and Security (GMG/SEG 4)** in the **Safety and Security Branch, Post and Telecommunications Department**, salary range \$6,333,301- \$8,517,586 per annum.

Job Purpose

Under the direct supervision of the Postmaster General, the overall objective of the Director, Safety and Security is to protect the revenue, and all other assets associated with the postal system. The incumbent will ensure the timely development and implementation of relevant programmes/initiatives, standards and best practices in relation to safety and security. The incumbent is responsible for maintaining a safe and secure environment for all staff, as well as ensuring adequate mechanisms are in place to reduce losses to the Department.

The Director, Safety and Security is responsible for implementing a comprehensive security framework encompassing physical, human, and electronic security measures. This includes overseeing close protection, investigative services, CPTED principles, perimeter defences, surveillance, access control, and profile management for employees, contractors, and visitors.

Additionally, the role involves developing and enforcing data security policies, standards, and corporate awareness initiatives. The incumbent will also collaborate with task forces, Ministries, Departments and Agencies (MDAs), to investigate and address safety and security breaches.

Key Responsibilities

Management/Administrative:

- Represents the Department at forums, conferences, meetings and seminars; disseminates information/knowledge gained to Staff and Senior Managers and implements change, where necessary;
- Advises and makes recommendations to the Postmaster General and Senior Managers on security policy matters affecting Security, Safety and Disaster Preparedness;
- Participates in the development of Strategic and Operational Plans for the Department;
- Oversees the effective implementation, compliance and monitoring of security, to ensure the protection of the Department's employees, fixtures, buildings and operations;
- Prepares the Branch's Budget;
- Directs and co-ordinates the activities of the Branch, as well as contracted private security and law enforcement personnel;
- Aligns Unit Plan to the Corporate Plan, and guides direct reports in developing Individual Work Plans;
- Liaises and convenes meetings with the Police, JDF, Customs, various branches of State and Citizens, Parish Councils, Ministry of Health, Airport, Airlines and other relevant agencies;
- Conducts security training for Staff;
- Deploys security personnel as the situation warrants;
- Keeps abreast with trends and best practices in safety and security best practices.

Technical/Professional:

- Establishes and maintains a standardized security and loss prevention audit programme to serve as a means to identify and measure risks, compliance levels and gaps, to inform appropriate mitigating response strategies;
- Ensures that background checks/security vetting on all staff is conducted;
- Ensures that the staff Identification Card system and process is conducted;
- Audits mail handling procedures and, where deficiencies are identified, advances recommendations to resolve same;
- Ensures compliance with safety and security processes and procedures;
- Advises on current technologies to improve the safety and security environment for staff, customers and other stakeholders;
- Designs and implements safety and security systems/mechanisms for the protection of assets in transit to include cash;

- Ensures that island-wide surveillance of Post Offices is conducted to identify, reduce and prevent safety and security threats;
- Detects and investigates security breaches within the Department and prepares and submits cases to the Postmaster General for decision/action;
- Ensures the provision of assistance with investigations relating to complaints made by the Public in respect of valuables stolen from their mail;
- Monitors the electronic security systems and evaluates them to ensure their effectiveness;
- Develops safety and security policies and procedures and ensures their implementation and administration;
- Initiates the suspension or revocation of authorization of persons in breach of security rules;
- Conducts seminars to provide information on safety and security policies and procedures;
- Maintains records of safety and security operations and breaches;
- Monitors security arrangements and makes recommendations for corrective action, as necessary;
- Ensures the safety and security of records, office buildings and equipment, in case of natural and man-made disasters;
- Plans, develops, implements and monitors disaster preparedness programmes;
- Ensures the security guard force is adequately equipped to repel armed attacks;
- Conducts interviews for investigative purposes;
- Conducts threat and risk assessments on a regular basis, and manages results;
- Formulates, strategizes and implements security measures for the Department's islandwide network, with law enforcement and other stakeholders;
- Oversees and manages security and related contractors on a daily basis, and ensures compliance;
- Oversees and manages the process of embedding and removal of safes, maintenance and repairs of vaults, and cutting and repair of specific keys and locking mechanisms;
- Ensures the adaption, implementation and monitoring of a suitable mail tracing system within the Department's mail transportation network;
- Develops and manages intelligence gathering mechanisms;
- Directs and manages the implementation and enhancement of a suite of surveillance systems for the Central Sorting Office (CSO), Post Offices, and Mail Vans;
- Develops and implements a Security Standard Operations Procedures Manual;
- Collects, collates and safeguards information, data, evidence, in all its various forms and disseminates to those authorized on a need to have/know basis;
- Ensures that the Regional Security Officer Corps is managed;
- Ensures that the Disaster Preparedness Programme is managed;
- Ensures that alarm systems, access control and video surveillance footage, etc. are managed.

Human Resource:

- Manages the welfare and development of staff through the preparation of performance appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support, as needed;
- Establishes programmes to foster the values and attitudes initiative within the Branch;
- Ensures that training and other needs of employees are adequately identified and addressed;
- Ensures that staff are aware of and adhere to the policies, procedures and regulations which affect the Branch;
- Participates in the recruitment of staff for the Division;
- Approves Vacation Leave for staff in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established human resource policies.

Other:

- Serves as member of the Occupational Health and Safety Committee (OHSC);
- Participates as a member of the Ministry of National Security Border (MNS) Security Committee,
- Attends Court Hearings;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Knowledge of:

- Security mechanisms
- Network security
- Security architecture

- The Universal Postal Union Security Standards
- The Post Office Act (1941)
- Sea and airport rules, regulations, conventions etc.
- The Government/Department's policies and procedures on Risk Management
- Incident handling and analysis
- Occupational safety and health
- Project management
- Contract management.
- Firearm systems and use

Minimum Required Qualification and Experience

- First Degree in Management Studies, Business Administration or equivalent;
- Certification in Occupational Safety and Health;
- Certification in Security Auditing;
- Extensive experience and training in security management and intelligence methodology;
- Training in Criminal Justice/Police Science;
- Three (3) to five (5) years' experience in the field at a supervisory level;

Special Conditions Associated with The Job

- Extensive traveling islandwide;
- On call 24/7;
- High risk environment;
- Exposure to criminal activities with local, regional and international reach.

Applications accompanied by résumés should be submitted **no later than Tuesday, 25th March, 2025 to:**

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

Email: recruitment@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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**