



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	<b>Director, Security and Transport</b>
<b>JOB GRADE:</b>	<b>GMG/SEG (Proposed Upgrade)</b>
<b>POST NUMBER:</b>	<b>56660</b>
<b>DIVISION/BRANCH:</b>	Corporate Services Division/Security and Transport Branch
<b>SECTION/UNIT:</b>	-
<b>REPORTS TO:</b>	Director, Corporate Services
<b>MANAGES:</b>	Manager, Security Manager, Transport 1 Secretary OPS/SS 2

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ Employee	_____ Date
_____ Manager/Supervisor	_____ Date
_____ Head of Department/Division	_____ Date
_____ Date received in Human Resource Division	_____ Date Created/Revised

---

**1. JOB PURPOSE (Reason for Existence)**

Under the direction of the Director, Corporate Services, the Director, Security and Transport is responsible for ensuring a secure environment for the Ministry's staff, visitors and physical assets and also for an effective and efficient transport system.

**2. KEY OUTPUTS (Results, Deliverables)**

- Annual Budget and Work Plan prepared;
- Security Policy and procedures developed and implemented;
- Transport Policy and procedures developed, approved and implemented;
- Ministry's Property/Personnel secured;
- Rationalization of fleet vehicle developed;
- Management control system for Ministry of Health fleet vehicles developed and managed;
- Reports prepared and submitted.

**3. KEY RESPONSIBILITIES (Activities, Tasks)****A.) Management/Administrative Responsibilities**

- Participates in the development of the Division's Operational and Corporate Plans;
- Leads in the development of the Operational Plan for the Branch;
- Develops in collaboration with those supervised work plan for the Branch;
- Prepares individual work plan;
- Oversees the preparation and management of the annual budget for the

security operations of the Ministry;

- Oversees the preparation and management of the budget for the procurement and maintenance of motor vehicles for the Ministry of Health;
- Visits Regional Health Authorities to assist in the setting up of Security Committees;
- Ensures that all members of staff in the Branch have written job descriptions;
- Prepares monthly management report on activities undertaken.

**B.) Technical/Professional Responsibilities;**

- Advises on security policy for the Ministry of Health and Regional Health Authorities;
- Leads in the development of a Security Policy for the Ministry and Regional Health Authorities;
- Develops and monitors island wide security systems and procedures to protect life and property;
- Develops strategies in collaboration with security forces in order to prevent the Ministries facilities from being exposed to unnecessary risks;
- Reviews security related documents, such as incident reports, proposals and tactical strategies;
- Recommends the adoption of appropriate security communication and surveillance equipment and systems;
- Keeps senior management informed about national security issues as well as security issues in violence prone communities where Ministry personnel must operate;
- Develops communication programmes designed to sensitize employees on physical, personal and document safety and security matters;
- Advise the Ministry's staff of changes to existing security arrangements and implementation of new systems;
- Ensures the implementation and compliance with an effective identification system for Ministry personnel as well as visitors to the offices;

- Secures reinforcements and mobilize trained personnel to deal with emergencies;
- Advises on and monitor all security contracts to ensure a high level of efficiency;
- Evaluate performance of security firms to ensure that security officers adhere to the Ministry's security regulations;
- Authorizes investigation of thefts, break-ins and fires, compile report for submission to the appropriate authorities (Jamaica Constabulary Force, Jamaica Fire Brigade etc) and follow-up for results;
- Liaises with Jamaica Fire Brigade in conducting sessions on fire prevention and fire drills with Ministry personnel to minimize loss/damage in the event of fire;
- Develops systems to enhance discipline of Security officers to enable them to provide quick response in case of emergencies;
- Conducts security audit of facilities;
- Make random checks on weekends and during silent hours to ensure vigilance and alertness of Security Officers;
- Conducts security training;
- Leads in the development of policies for the acquisition, operation and maintenance of the transport services of the Ministry and Regional Health Authorities;
- Establishes protocols for the dispatch, use, safety and maintenance of Ministry of Health vehicles and ensure compliance;
- Develops an effective inventory system for all the Ministry of Health's vehicles;
- Reviews documents recommending unserviceable motor vehicles to the Board of Survey;
- Establishes business contacts with Insurance Companies with a view to securing the best deal on motor vehicle insurance for the Ministry;

- Establishes mechanisms for investigating accidents involving government vehicles by maintaining close liaison with Ministry of Finance and the Auditor General's Department;
- Leads in the development of a maintenance programme for all vehicles;
- Collaborates with the Manager, Transport in selecting the most efficient garages to undertake repairs to Ministry vehicles and ensure payment for such services by approving claims;
- Reviews quarterly reports on the operating efficiency of each vehicle in the Ministry of Health. The report should cover evaluations of operating cost, utilization, control of servicing and preventive maintenance;
- Ensures that vehicle operators are trained in preventative maintenance techniques;

**C.) Human Resource Responsibilities**

- Provides leadership to staff supervised through effective goal setting, delegation and communication;
- Manages the welfare and development of staff supervised through the preparation of Performance Evaluation and recommends training and other programmes;
- Provides guidance to staff supervised through coaching, mentoring and support as necessary;
- Monitors the operations of the Branch and oversees and/or participates in the review and evaluation of the work of assigned staff;
- Promotes the building of institutional knowledge for the Branch by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff adheres to the policies and procedures of the Branch;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff in the Branch and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established Human resource policies;

- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Conducts monthly and ad hoc staff meetings.

**D.) Other Responsibilities:**

- Performs any other related duties, as assigned by the Director, Corporate Service or Permanent Secretary.

**4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

- Annual Budget and Work Plan prepared within established timeframe and in the appropriate format;
- Effective security policies, procedures and systems are developed and implemented within agreed timeframe;
- Effective transport policy and procedures developed, approved and implemented within specific timeframe;
- Ministry's Property/Personnel secured in accordance with established standards and guidelines;
- Rationalization of fleet vehicle developed and maintained ;
- Management control system for Ministry of Health fleet vehicles developed, managed and maintained in accordance with government's guidelines and practices;
- Reports submitted are accurate, comprehensive and prepared in a timely manner.

**5. INTERNAL AND EXTERNAL CONTACTS**

**i) Internal**

Contact (Title)	Purpose of Communication
Permanent Secretary	Matters relating to security and transport for the Ministry
Director, Corporate Services	Matters relating to security and transport portfolio and provide feedback
Finance and Accounts Division	Payment of bills for requisition of vehicles and repair works
Divisional, Branch, Unit Heads, other members of staff	Request for use of vehicle
Regional Health Authorities	Interpretation of policy, Committee meetings

ii) External Contact

Contact	Purpose of Communication
Contractors/Security firms	Evaluate contract, performance of guards
Contractors/garage owners	Matters relating to repair of vehicles and o the payment of bills
Motor Vehicle Dealers	Acquisition of motor vehicles
Insurance Companies	Insurance of motor vehicles
MDA's (Finance & the Public Service, Auditor General's Dept., Board of Survey, Tax Dept. JCF, Ja. Fire Brigade etc.)	Matters relating to security, fire and motor vehicles

## 6. REQUIRED COMPETENCIES

### Core

- Ability to work at the strategic and operational level;
- Ability to communicate effectively orally and in writing;
- Good interpersonal skills and people management;
- Strong decision-making and critical thinking skills;
- Strong negotiation and dispute resolution skills;
- Excellent leadership, networking and relationship-building skills;
- Excellent analytical and problem solving skills;

- Good planning, organizing and time management skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to motivate, persuade and influence others;
- Ability to prioritise among conflicting demands;
- Good customer relations skills.
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Ability to exercise tact and diplomacy in dealing sensitive and confidential employee situations;
- Strong goal/result orientation;
- Keen listener;
- Managing external relationships
- Excellent integrity/ethics exercised in the performance of duties.
- Maintains a high level of productivity and self-direction;

#### **Technical**

- Knowledge of Government's Policies and Procedures;
- Knowledge of Ministry's Policies and Procedures;
- In-depth knowledge of security systems;
- Working knowledge of the Private Security Industry and the Private Security Regulation Authority;
- Knowledge of the Fleet Management/maintenance;
- In-depth knowledge of the Road Traffic Act and Road Traffic Regulations;
- Knowledge of the Jamaica Constabulary Force Act;
- Thorough understanding of security issues.



## **7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Management, Public Administration or Equivalent;
- Training in Transport Management;
- The incumbent must have had training or exposure in Military/Police at the Officer's level;
- A minimum of six (6) years experience in developing and implementing effective security systems and procedures;
- Any equivalent combination of education and experience

## **8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Irregular working hours due to unpredictable situations / emergencies
- Working on weekend when required;
- Holder of a Valid General driver's license.

## **9. AUTHORITY TO:**

- Recommend policy relating to security and transport issues to Permanent Secretary / Director, and Corporate Services
- Approve payment for security and transportation services

- Recommend termination of contracts re: security and transportation

#### **10. WORKING CONDITIONS**

- Normal office conditions.