



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Security Officer (New)
JOB GRADE:	GMG/AM
POST NUMBER:	
DIVISION/BRANCH:	Corporate Services Division/Security and Transport Branch
SECTION/UNIT:	Security Unit
REPORTS TO:	Director, Corporate Services
MANAGES:	

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 supervision of the Manager, Security, the Security Officer is responsible for ensuring a secure environment for the Ministry's staff, visitors and physical assets.

2. KEY OUTPUTS (Results, Deliverables)

- Electronic Access Control System monitored;
- Security data collected;
- Security breaches identified;
- Investigations conducted and reports submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)

- Develops individual work plan;
- Ensures compliance with an effective (electronic) access control and identification system for Ministry personnel as well as visitors to the office;
- Advise the Ministry's staff of changes to existing security arrangements and implementation of new systems;
- Identifies and discusses security breaches with Manager, Security for the necessary improvements to be addressed;
- Collects security data to determine security needs;
- Assist in the investigation and review reports by security officers (private officers) of thefts, break - ins and fires and compile reports for submission to the Manager, Security;
- Monitors facilities directly managed by the Ministry of Health through random checks on weekends and during silent hours to ensure vigilance and alertness of security officers.

- Participates in conducting sessions on security awareness, fire prevention and fire drills with Ministry personnel to minimize loss/damage in the event of fire or any security/emergency related incidents.
- Performs any other related duties as assigned by the Director, Security and Transport and Manager Security.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Electronic Access Control System monitored in keeping with the Ministry's requirements;
- Security data collected in a timely manner;_
- Security breaches identified and discussed as necessary in keeping with established standards;
- Investigations conducted and accurate and comprehensive reports submitted within agreed timeframe..

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Director, Corporate Services	Matters relating to security portfolio and provide feedback
Director, Security and Transport	Matters relating to security portfolio, work assignment, general information, feedback
Manager, Security	Matters relating to security portfolio, work assignment, general information, feedback
Other members of staff	Security concerns

ii) External Contact

Contact	Purpose of Communication

6. REQUIRED COMPETENCIES

Core

- Ability to communicate effectively orally and in writing;
- Good interpersonal skills and people management;
- Strong decision-making and critical thinking 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;
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- 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;
- Knowledge of security systems;
- Knowledge of the Private Security Industry and the Private Security Regulation Authority;

- Understanding of security issues.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree/Diploma in Security Management,
- A minimum of four (4) years experience in a similar position 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:

- Collect security data;
- Recommend improvement for breaches identified.

10. WORKING CONDITIONS

- Normal office conditions.