

INSTITUTE OF JAMAICA

(An Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the following post in the Central Administration of the Institute of Jamaica:

SECURITY OFFICER 1 (PTSG/PX 1)

Salary Range: \$675,268.00 - \$764,004.00

Job Summary

To open and close entire IOJ complex and perform regular messenger services. To ensure that an adequate and effective security is maintained by monitoring activities of external guards and burglary alarm system and informing the relevant authorities of any threats or situations and taking precautionary steps to prevent.

Key Responsibilities

- Opens all windows and doors to allow access to authorized users
- Locks all windows and doors and turn off A/C and lights each evening
- Maintains visible presence on the premises on a regular basis including weekends
- Reports to Assets Manager any unusual activities observed
- Maintains register of authorized personnel visiting IOJ (East Street Entrance)
- Collects and distributes newspaper to divisions
- Delivers external mail/packages/invoices to be zero rated
- Performs minor painting jobs
- Changes defective door locks

Minimum Qualification/Experience

- Grade 11 level education
- Basic Security Training
- Three (3) years' related experience

Applications should be submitted no later than Friday, June 17, 2022 to:

**The Director
Human Resource Development and Management
Institute of Jamaica
10-16 East Street
Kingston**

Email: personnel@instituteofjamaica.org.jm