

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following position at the National Museum Jamaica, a division of the Institute of Jamaica:

WATCHMAN (LMO/TS 1)

JOB SUMMARY

To ensure the safety of the museum facility and artefacts at the People's Museum of Craft and Technology in Spanish Town.

KEY RESPONSIBILITIES

- Collects and checks keys
- Checks all entrances and exits; openings and windows
- Checks all rooms
- Conducts perimeter walks
- Reports structural or equipment needs that affects the level of security
- Prepares incident reports

MINIMUM QUALIFICATION/EXPERIENCE

- Grade Nine level literacy and numeracy
- Basic security guard training
- Previous experience as a security guard

Applications should be submitted no later Friday, August 26, 2022 to:

**DIRECTOR
HUMAN RESOURCE DEVELOPMENT & MANAGEMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET
KINGSTON**

Email: personnel@instituteofjamaica.org.jm