

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following **TEMPORARY** position at the National Gallery of Jamaica

SECURITY GUARD (INTERNAL) (PTSG/PX 1)

JOB SUMMARY

Under the direction of the Director, Finance and Administration the incumbent is responsible for providing critical protection of the premises and its contents at 12 Ocean Boulevard, Kingston Mall, Kingston and the staff and visitors to the Gallery on a continuous basis.

PERIOD OF EMPLOYMENT

May 26, 2025 to July 8, 2025

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Accompanies tours to ensure the security of the National Collection
- Assists in keeping staff and visitors safe by identifying and reporting potential safety violations
- Assists with the maintenance of all Exhibitions
- Monitors labels and signage in exhibition areas and report any defects
- Keeps the works of art safe and secure by preventing unauthorized interference with same

MINIMUM QUALIFICATION/EXPERIENCE

- Grade nine (9) level education
- Three (3) years' related experience

SALARY SCALE

\$24,613.08 - \$33,101.85 per week

Applications should be submitted no later than Friday, May 16, 2025

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

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