

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:

WATCHMAN (LMO/TS 1)

Salary Range: \$18,647.00 - \$24,467.00 per week
(please note that new employees are paid at the minimum rate)

Job Summary

To ensure that no unauthorized individuals enter the premises at nights or enter the building illegally

Key Responsibilities

- Surveys premises
- Prepares weekly reports on activities
- Checks premises periodically at nights
- Responds to external security response team upon arrival
- Liaises with caretaker when required
- Reports to the Project Officer any unusual activities observed on the premises, damage to the building or structures, motor vehicles on the property or structures and if considered necessary, report to the police as soon as possible.

Minimum Qualification/Experience

- Grade 9 level education
- Basic security training would be an asset
- Three (3) years' related experience

Applications should be submitted no later than Friday, May 30, 2025 to:

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

Email: personnel@instituteofjamaica.org.jm