

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following position at National Museum Jamaica:

DAY SECURITY (PTSG/PX 1)

At the People's Museum, Spanish Town, St. Catherine

JOB OBJECTIVE

The Day Security is responsible for the safety of the patrons, staff, museum facility and artefacts at the People's Museum, Spanish Town, St. Catherine.

KEY RESPONSIBILITIES

- Collects keys from Watchman and checks premises
- Opens facility before the arrival of staff
- Stands guard at the main entrance to the museum
- Conducts random and periodic walks of the perimeter, paying special attention to vulnerable areas
- Responds to visitor queries
- Assists with smooth running of tour groups
- Intervenes and prevents any altercation that might endanger patron, staff or artifact
- Reports immediately security breaches to the relevant authorities and the Administrator
- Ensures that all entrances are properly locked and hand over keys to on-duty watchman
- Maintains a visible presence on the premises at all times
- Log staff and visitors who enter the premises

SALARY SCALE

\$22,719.77 per week to \$30,555.56 per week

MINIMUM QUALIFICATION/EXPERIENCE

- Grade nine (9) level education
- Basic security guard training
- Previous experience as security guard

Applications should be submitted no later than **Friday, January 2, 2026** to:

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

EMAIL: personnel@instituteofjamaica.org.jm