

# **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) (Level 1)**

### **SALARY RANGE**

\$18,647.00 p.w. - \$25,078.00 p.w.

*(Please note that new employees are paid at the minimum rate)*

### **JOB SUMMARY**

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

### **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 than Friday, August 29, 2025 to:

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

**Email: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)**