

INSTITUTE OF JAMAICA
(Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the following position in Central Administration of the Institute of Jamaica (IOJ):

DAY SECURITY (LMO/TS 1)

Salary Range: \$16,481.00 - \$22,166.00 per week

Job Summary

The Day Security provides critical protection for the premises (and its contents), staff and visitors. This protection is against both natural/human threats such as fire, flood or vandalism, and is achieved by the incumbent informing the authorities of any threats or situations and taking precautionary steps to prevent same. The Day Security also facilitates visitors by providing basic information and responding to basic queries.

Key Responsibilities

- Surveys premises
- Prepares weekly reports on activities
- Checks premises periodically during the day
- 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 Wednesday, September 13, 2023 to:

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

Email: personnel@instituteofjamaica.org.jm